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ABSTRACT

A description of the organization, operation, and methods of procedure of Winthrop College is found in the 1975 faculty handbook. Topics covered are: (1) organization and administration; (2) faculty responsibilities and relationships; (3) supportive services for instruction and research; (4) personnel policies; and (5) institutional services for faculty, staff, and students. Topics include: affirmative action; faculty organizations; and department chairmen. (KE)

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WINTHROP COLLEGE

MANUAL FOR

FACULTY MEMBERS

1975

THIS MANUAL, PREPARED UNDER THE DIRECTION OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS AND DEAN OF THE FACULTY, DESCRIBES THE ORGANIZATION, OPERATION, AND METHODS OF PROCEDURE OF WINTHROP COLLEGE.

HE 007 556

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WINTHROP COLLEGE MANUAL FOR FACULTY MEMBERS

1975

E R R A T A S H E E T

Please make the following corrections in your copy:

1.2.1.6 - Section 5, Line 4: The word take, should read takes.

1.2.2.2 - Section 3, Line 4: The word therefore, should read therefor.

1.2.2.6 - Section 3, Line 5: The word assigned, should read appointed.

1.2.2.6 - Section 3, Line 6: Instead of reading one member, it should read. one voting member.

1.2.2.6 - Section 1, Footnote: "*Courses at the 600 level," should read "*Courses above 599."

1.2.2.8 - Article VIII, Line 1: The word assigned, should read appointed.

1.2.5 - The Administrative Council, Line 2: The word aspect, should read aspect.

2.1 - Section 4, Line 7: The word services, should read service.

3.2.1 - Audio-Visual Equipment and Services, Lines 2 and 3: The word projectures, should read projectors.

4.2.7 - Employment of Relatives, Lines 5 and 6: The word consanguinty, should read consanguinity.

4.3.2.1-7 - Process of Deciding who Shall Be Tenured, Line 2: After the word five, add the word faculty, the corrected phrase should read, "a committee of no less than five faculty,"

5.1.1 - Space Reservation, Line 7: The word classroom, should read classrooms.

5.2.1 - Policy and General Information, Line 1: There should be commas after the words, acquisitions and rentals.

5.4.4 - Student Assistants, Lines 5 and 6: The sentence beginning, "Before the close of school," should read, "Before the close of school, the department chairman should submit to the Financial Aid Office the names of the students they consider especially qualified for their particular needs."
Line 7: Delete the sentence, "Before the for their particular needs."

5.6 - Prizes and Awards, Title Line: Distinguished Proffessor Award, should read Distinguished Professor Award.

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1. ORGANIZATION AND ADMINISTRATION
2. FACULTY RESPONSIBILITIES AND RELATIONSHIPS
3. SUPPORTIVE SERVICES FOR INSTRUCTION AND RESEARCH
4. PERSONNEL POLICIES
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1.0 ORGANIZATION AND ADMINISTRATION

1.1 Organization of the College

1.1.1 The Board of Trustees.

The Board of Trustees is responsible for the governance of Winthrop College. The Board consists of the Governor of the State, the State Superintendent of Education, the Chairmen of the Committees on Education of the Senate and the House of Representatives as ex officio members, together with nine other persons, seven of whom are elected by the Legislature to serve for six years and the remaining two by the Winthrop College Alumni Association to serve for four years. His Excellency the Governor is ex officio Chairman of the Board and when present presides at all meetings. At the annual meeting the Board elects a chairman pro-tempore who presides in the absence of the Governor.

1.1.2 The Executive Officers of the College

1.1.2.1 The President.

The President, elected by the Board of Trustees, is the chief administrative officer of the College and exercises general supervision over all of its activities. Subject to policies prescribed by the Board of Trustees, the President shall appoint appropriate academic and administrative personnel necessary for the efficient and stable operation of the College. All communications between the Board of Trustees and the College shall be transmitted through the President. In the absence of the President, the Vice President for Academic Affairs and Dean of the Faculty assumes the authority and responsibility of the President. If both the President and the Vice President for Academic Affairs are absent or incapacitated, the Vice President for Planning and Development will be the responsible officer. Should these three be absent, the Vice President for Business and Finance will take charge.

1.1.2.2 The Vice President for Academic Affairs and Dean of the Faculty.

The Vice President for Academic Affairs and Dean of the Faculty is responsible for the academic program of the College. He has general supervision of undergraduate and graduate curricula, teaching, and faculty recruitment. He serves as chairman of the Academic Council and as an ex officio member of the Graduate Council. He has administrative supervision of the Academic Deans, the Honors Program, the Library, the Registrar's Office, and the Office of Guidance, Testing and Placement.

1.1.2.3 The Vice President for Planning and Development.

The Vice President for Planning and Development exercises responsibility for institutional planning, for developmental activities, for the public service and continuing education program, for institutional research and for encouragement of sponsored research efforts.

1.1.2.4 The Vice President for Business and Finance.

The Vice President for Business and Finance is the chief business officer of the institution, responsible for the fiscal affairs of the College including budget preparation and control, contractual arrangement, and business relationships with the Commission on Higher Education, the

State Budget and Control Board and the Legislative Finance Committees. He is also responsible for administrative data processing, auxiliary enterprises, office services, and non-academic personnel administration.

1.1.2.5 The Vice President for Student Affairs.

The Vice President for Student Affairs office is responsible for those areas of student services and student life which are administered by the following offices: Admissions, Dean of Students; Guidance, Testing, and Placement; Health Service; Counseling Center; Financial Aid; and Intercollegiate Sports.

1.1.3 The Academic Officers of the College.

1.1.3.1 The Academic Deans.

The Academic Deans exercise supervision over the five academic divisions of the College: The College of Arts and Sciences, the School of Business Administration, the School of Education, the School of Home Economics, the School of Music. Each Dean assigns instructional responsibility; recruits faculty; recommends promotions, tenure and salaries for the faculty; supervises faculty-student relationships; recommends budget request and controls budgeted funds; and is responsible for the academic excellence of the individual College or School.

1.1.3.2 The Assistant Vice President for Academic Affairs.

The Assistant Vice President for Academic Affairs is responsible for current and long-range academic program development, principally undergraduate; reviewing and improving registration and advisement procedures; control and distribution of academic space; maintaining faculty personnel files; publishing the Faculty Manual; performing other duties and assignments as may be delegated by the Academic Vice President; and representing the Academic Vice President when he is absent from the College.

1.1.3.3 The Assistant Vice President for Academic Affairs and Director of Graduate Affairs

The Assistant Vice President for Academic Affairs and Director of Graduate Affairs is responsible for current and long-range academic program development, principally graduate; chairing the Graduate Council and Research Council; processing graduate admissions and suspensions, admissions to candidacy, and graduate assistantships; supervising the administration of the "Student Description of Instructor and Course" program; maintaining and updating academic equipment and capital improvement needs; and performing other duties and assignments as may be delegated by the Academic Vice President.

1.1.3.4 Department Chairmen.

Department Chairmen are designated by the President upon recommendation of the Dean of the College or School and the Vice President for Academic Affairs. The appointment is contractual and subject to periodic review. The department chairman is a member of the administrative staff, responsible for recruiting and evaluating faculty, advising student majors,

stimulating continuing review of curricula, arranging for departmental meetings, scheduling of classes, making budget recommendations, supervising fiscal and physical operations. Teaching load of a chairman is reduced in proportion to the administrative load of the department.

1.1.3.5 The Chairman of the Honors Council.

The Chairman of the Honors Council supervises the Office of the Honors Council; issues invitations to qualified students for admission to the Honors Program; advises honors students; furnishes the Registrar with lists of students qualified to graduate with General and/or Departmental Honors; and chairs the Honors Council.

1.1.3.6 The Librarian.

The Librarian is responsible for the supervision of all aspects of library operations which includes library policies, programs, and budget in consultation with the administration, the faculty, and the library staff.

1.1.3.7 The Registrar.

The Registrar is responsible for administering registration and academic records. He is also charged with coordinating all off-campus and summer school programs.

1.1.4 The General Officers of the College.

1.1.4.1 The Assistant to the President.

The Assistant to the President is responsible for facilities planning and the management of campus operations. He reports directly to the President. Major operations under the direction of the Assistant to the President include: Physical Plant and Shop Staff, Custodial Staff, Telephone Operators, Audio-Visual Services, Warehousing, Security Forces, Building Design and Alterations, and Physical Space Catalogue.

1.1.4.2 The Assistant to the Vice President for Business and Finance.

The Assistant to the Vice President for Business and Finance serves as director of personnel. The office is responsible for maintenance of personnel records relating to pay status, and to insurance and retirement programs. The office is also responsible for administration of College personnel programs relating to vacation, sick leave, Fair Labor Standards Act compliance, the State Classification-Compensation System, and to equal employment opportunities.

1.1.4.3 The Affirmative Action Officer.

The Affirmative Action Officer has primary responsibility for implementing the policy of the College to take affirmative action to assure total equity in all its employment practices. In this capacity, the Affirmative Action Officer reports to the President and coordinates the affirmative action program of the College for academic and non-academic

employees, through the Vice President for Academic Affairs and the Vice President for Business and Finance, respectively.

1.1.4.4 The College Counsel.

The College Counsel reports to the President and is responsible for advising the administration on legal matters pertaining to the College.

1.1.4.5 The College Physician/Director of Health Service.

The College Physician/Director of Health Service reports directly to the Vice President for Student Affairs. She is the full-time medical director of Crawford Health Center and is responsible for medical policies and practice and for the administration of the Center. She advises the Vice President for Student Affairs on medical admissions and withdrawals.

1.1.4.6 The Comptroller.

The Comptroller is responsible for the financial and accounting operations of the College and reports to the Vice President for Business and Finance.

1.1.4.7 The Dean of Students.

The Dean of Students reports to the Vice President for Student Affairs. She and her staff have responsibility for the non-academic aspects of student life. They work with faculty, residence staff, student government, and other student organizations to give all students opportunity to share in a varied program of extracurricular activities.

1.1.4.8 The Director of Admissions.

The Director of Admissions has responsibility for student recruiting activities and for the admission of students, including freshmen, transfers, special graduates, and those returning after an absence of one or more semesters.

1.1.4.9 The Director of Alumni Affairs.

The Director of Alumni Affairs provides a channel of communications between the College and the Alumni. The Alumni Annual Fund provides important financial support for many programs and activities of the faculty.

1.1.4.10 The Director of Financial Aid.

The Director of Financial Aid has the responsibility of administering all undergraduate Financial Aid Programs at Winthrop College. This includes all Federal and Institutional Programs of scholarships, grants, loans and employment. The Director of Financial Aid also administers all Veterans Administration Benefits and counsels all students on financial aid matters.

1.1.4.11 The Director of Guidance, Testing and Placement.

The Director of Guidance, Testing and Placement administers the College's testing and placement programs, the Summer Orientation Program, Foreign Student Affairs, and the Credit by Examination Programs which includes the College Level Examination Program. This office maintains permanent placement files of Winthrop graduates and arranges interviews for students with representatives of business, education and industry.

1.1.4.12 The Director of Information Service.

The Director of Information Service reports to the President and is responsible for disseminating information about the College through available media.

1.1.4.13 The Director of Public Service.

The Director of Public Service reports to the Vice President for Planning and Development and is responsible for promoting and coordinating all activities on campus other than formal academic programs and student life events. Coordinating responsibility of this office includes short courses, conferences, seminars, sponsored meetings of external organizations and public affairs events. This office also maintains the College Calendar and ticket sales for such events as the Artist Series.

1.2.1 The Faculty Conference - Bylaws.
(Adopted by Faculty Conference, 12-9-74 and Revised 4-21-75)

1.2.1.1 Article I - Name.

The name of this organization shall be the Faculty Conference of Winthrop College.

1.2.1.2 Article II - Responsibilities.

Section 1. The Faculty Conference of Winthrop College shall be responsible for: (1) its own organization and procedure as provided in these bylaws; (2) the Winthrop College academic programs, policies and regulations; and (3) such additional matters as shall be referred to it by the chief administrative officer of the College.

Section 2. The Faculty Conference shall create and instruct assemblies, councils, and committees, standing and select, and shall periodically review the major decisions of its subordinate bodies.

Section 3. The Faculty Conference shall be the principal legislative body of the faculty. All actions of the Faculty Conference shall be subject to review by the President of the College. Any disapprovals shall be communicated to the faculty, with reasons therefore, within thirty days. By a two-thirds vote, the Faculty Conference may appeal the disapproval to the Board of Trustees.

1.2.1.3 Article III - Membership

Every person who holds the rank of Professor, Associate Professor, Assistant Professor, or Instructor at Winthrop College shall be a member of the Faculty Conference. If the eligibility of a person for membership is questioned, the Faculty Conference shall be the judge of the qualifications of that person for membership.

1.2.1.4 Article IV - Officers.

Section 1. The President of the College* shall be the ex-officio chairman of the Faculty Conference.

Section 2. The Vice Chairman shall be elected biennially by the Faculty Conference, shall be the presiding officer of the Faculty Conference when the President of the College is absent or chooses not to preside, shall be the official representative of the faculty to the Board of Trustees and to the Administrative Council, and shall represent the faculty on ceremonial occasions. A vacancy in the office shall be filled by election of the Faculty Conference for the unexpired term. Administrative officers, including department heads, shall be ineligible to serve as Vice Chairman.

* See Bylaws of Winthrop College for statement of the authority and responsibility of the President of the College.

Section 3. The Secretary of the Faculty shall be appointed by the President of the College.

Section 4. The Parliamentarian of the Faculty shall be appointed by the President of the College.

1.2.1.5 Article V - Meetings.

Section 1. The Faculty Conference shall prescribe for itself a suitable schedule of regular meetings. At least one meeting shall be held each semester and special meetings shall be held at the call of the President of the College or of the Rules Committee or of ten per cent of the members of the Faculty Conference.

Section 2. A quorum shall consist of a simple majority of the membership of the Faculty Conference.

Section 3. All meetings of the Faculty Conference shall be open.

1.2.1.6 Article VI - Academic Council.

Section 1. The Academic Council shall be responsible to the Faculty Conference for appropriate reports and recommendations concerning academic programs, policies and regulations exclusive of those peculiar to the Graduate Program. It shall have authority to act on recommendations from a College or School to add, modify, or drop courses, or to change curricular requirements peculiar to that college or school consistent with powers, duties and responsibilities delegated to the Committee on Undergraduate Instruction. Such actions shall be communicated promptly to the faculty and may be modified or reversed by the Faculty Conference. Meetings of the Academic Council and its subordinate committees shall be announced to the Faculty in advance when practicable, and shall be open to all members of the Faculty Conference.

Section 2. The President of the College shall appoint a Chairman, with vote only if voting members are evenly divided, a Secretary without vote, and three voting members of the Academic Council each from a different major academic division of the College. The Faculty Conference shall elect three voting members at large. Each major academic division of the College shall elect members according to the following formula: one member for the first 25 full-time-equivalent faculty members or fraction thereof in that division and one additional member for each additional 50 full-time-equivalent faculty members or fraction thereof. Administrative officers, including department heads, shall be ineligible to serve on the Academic Council either by election or appointment except as Chairman or Secretary. The terms of the Chairman and the Secretary shall be one year and of the voting faculty members three years. The student body shall elect one voting member who shall serve a one-year term. The terms of the voting members of the Academic Council shall be staggered as determined by regulations adopted by the Faculty Conference. If a member ceases to serve, his successor shall be appointed or elected for the unexpired term only. A voting

member may not serve in succession more than two complete consecutive terms. No person shall be eligible to serve as a voting member unless he has served two years as a student at Winthrop College or two years as a faculty member at Winthrop College immediately preceding his service.

Section 3. Recommendations from any college or school which are in the area of responsibility of the Academic Council but are limited to adding, modifying, and dropping courses offered in that college or school and curricular requirements peculiar to that college or school shall be submitted to the Committee on Undergraduate Instruction, a subcommittee of the Academic Council. This Committee shall review each such recommendation to determine whether it is consistent with college-wide policy and whether it infringes the legitimate interests of any other major academic division. If all members of the Committee agree that such recommendation is consistent with college-wide policy and does not infringe the legitimate interests of any other major academic division, the Committee shall approve the recommendation. Such approval, shall be communicated promptly to the faculty and may be modified or reversed by the Academic Council or by the Faculty Conference. In all other cases, the Committee shall place the recommendation in the agenda of the Academic Council. At the beginning of each academic year the Faculty Assembly of each College or School shall designate one member of the Academic Council to serve on the Committee. The Chairman of the Academic Council shall designate one member of the Committee to serve as its Chairman. The Secretary of the Academic Council shall serve as Committee Secretary without vote. If a member cannot attend a meeting, an alternate with vote designated by the Faculty Assembly of the appropriate school may attend in his place.

Section 4.

All faculty assemblies, councils, committees, or other entities, not otherwise responsible to a major academic division, to the extent of their responsibilities in the area of undergraduate academic instruction, except as provided elsewhere in these bylaws, shall report to the Academic Council in accordance with procedures specified by the Academic Council. The Academic Council shall approve, modify, or reverse any programs, policies or regulations made by such entities in the area of undergraduate isntruction.

Section 5.

The Academic Council may meet in joint session with the Graduate Council, a constituent council of the Graduate Faculty, to discuss matters of mutual concern when called to do so by the chairmen of the two councils. When such joint meeting take place, the chairman of the Academic Council shall preside. The two councils may establish joint committees and councils to pursue matters of mutual concern and may establish rules for joint activities except that if voting takes place it shall be done separately by council.

1.2.1.7 Article VII - Committees.

Section 1. The Rules Committee shall be responsible for establishing a suitable schedule of regular meetings and the agenda for each regular or special meeting of the Faculty Conference, for inviting guests to meetings of the Faculty Conference, for recommending to the Faculty Conference special rules of order, appropriate changes in the Bylaws of the Conference and for changes in the organization and rules of entities established under the authority of these bylaws, and for calling special meetings of the Faculty Conference when it deems such meetings of the Faculty Conference appropriate. The Committee shall consist of six members elected by the Faculty Conference.

Section 2. The Committee on Faculty Personnel shall be responsible for recommendations to the Faculty Conference concerning membership in the Faculty Conference; for recommendations regarding procedures and conditions of elections, the staggering of terms of office on appropriate committees and councils and for nominating at least two qualified persons for each office subject to election by the Faculty Conference, except as elsewhere provided; for advice to the President and Vice President for Academic Affairs concerning promotions in academic rank and the granting of tenure; and for performing the duties of a faculty grievance committee except in the granting of tenure. The committee shall consist of three members elected at large by the Faculty Conference and one member elected by the Faculty Assembly of each major academic division.

Section 3. The Committee on Academic Freedom and Tenure shall be responsible for recommendations to the Faculty Conference with respect to policies on academic freedom and tenure and shall serve as a grievance committee in cases involving the granting of tenure. The Committee shall serve as a hearing committee for cases arising under the Procedures and Policy on Academic Freedom and Tenure, and, in accordance therewith, shall report its findings thereon to the President and to the said faculty member. The President shall then reevaluate the case in light of the Committee's findings and make the decision. If the President decides adversely to the faculty member, the said faculty member may appeal such decision to the Board of Trustees.

The Committee shall consist of nine members elected by the Faculty Conference. Eligibility shall be limited to faculty members with tenure.

Section 4.

The Committee on Petitions shall be responsible for acting on petitions from individual students for variations in the general education requirements and other college-wide academic regulations. The Committee shall consist of one member elected by the Faculty Assembly of each major academic division.

Section 5. The Faculty Conference shall establish and regulate such additional committees as it deems appropriate.

Section 6. Each committee of the Faculty Conference, standing or select, unless otherwise provided, shall elect its own chairman and secretary; shall meet at the call of the chairman or any three members; and shall report on its activities at least once each academic year to the Faculty Conference as scheduled by the Rules Committee. All committee actions may be modified or reversed by the Faculty Conference. All committee meetings shall be open to all members of the Faculty Conference unless the committee specifically votes to meet in executive session. Membership on standing committees shall be for staggered three-year terms as determined by regulations established by the Faculty Conference and vacancies shall be filled by election for the unexpired term only. From time to time the Faculty Conference, in consultation with the student government, shall determine rules concerning student representation on committees of the Faculty Conference.

1.2.1.8 Article VIII - Constituent Assemblies.

Section 1. The members of the Faculty Conference who have graduate faculty status shall be eligible for membership in a Graduate Faculty Assembly. The Graduate Faculty Assembly shall be responsible for the graduate programs offered by Winthrop College. It shall adopt bylaws for its own governance which shall be subordinate to and consistent with these bylaws.

Section 2. Each member of the Faculty Conference who holds appointment to a major academic division of the College shall be a member of the Faculty Assembly in that division. Each such Faculty Assembly shall adopt bylaws for its own governance subject to ratification by the Faculty Conference and shall be responsible for the academic programs of its division within limitations prescribed by the Faculty Conference. The following are recognized as major academic divisions of the College: The College of Arts and Sciences, the School of Business Administration, the School of Education, the School of Home Economics, the School of Music, and the Winthrop College Library.

1.2.1.9 Article IX - Parliamentary Authority.

The rules contained in the most recent edition of Robert's Rules of Order shall govern the Faculty Conference, all of its constituent assemblies, the Academic Council and its committees, and all committees created under the authority of these bylaws, in all cases to which they are applicable and in which they are not inconsistent with the relevant bylaws or special rules of order. All continuing special rules of order established by the Faculty Conference shall be printed in the Faculty Manual of Winthrop College.

1.1.2.10 Article X - Amendments.

These bylaws can be amended at any regular meeting of the Faculty

Conference by a two-thirds vote of the members present and voting, provided that the proposed amendment has been placed on the agenda by vote of the Faculty Conference at the previous meeting.

1.2.1.11 Article XI - Ratification

Section 1. These bylaws shall be operative beginning August 15, 1975, provided that they are first passed by the Faculty Conference, confirmed by the President, and ratified by the Board of Trustees of Winthrop College.

Section 2. All programs, policies and regulations enacted under earlier bylaws shall be valid and operative until changed.

1.2.2 The Graduate Faculty Assembly - Bylaws
(Ratified by Faculty Conference 4-21-75)

1.2.2.1 Article I - Name.

The name of this organization shall be the Graduate Faculty Assembly of Winthrop College hereafter referred to in this document as "Assembly".

1.2.2.2 Article II - Responsibilities.

Section 1. The Assembly shall be responsible for: (1) its own organization and procedures as provided in these bylaws; (2) the Winthrop College graduate academic programs, policies, and regulations, within limitations prescribed by the Faculty Conference of Winthrop College; and (3) such additional matters as shall be referred to it by the Faculty Conference of Winthrop College or by the appropriate administrative officers of Winthrop College.*

Section 2. The Assembly shall create and instruct subordinate councils and committees, standing and select, and shall periodically review the major decisions of its subordinate bodies.

Section 3. The Assembly shall be the principal legislative body of the graduate faculty. All actions of the Assembly shall be subject to review by the President of the College. Any disapprovals shall be communicated to the graduate faculty with reasons therefore, within thirty days. By a majority vote, the Assembly may request the Faculty Conference to appeal the disapproval to the Board of Trustees.

1.2.2.3 Article III. - Membership.

Upon recommendation of the Graduate Council, the Assembly shall establish from time to time the generally recognized criteria for membership in graduate faculties. The academic deans shall nominate for membership in the Assembly those persons who qualify under those criteria and the Director of Graduate Affairs shall be responsible for reviewing appointments for conformity with the established criteria. If the eligibility of a person for membership is questioned, the Assembly shall be the judge of the qualifications of that person for membership. Performance of limited graduate duties on a temporary basis does not in itself constitute eligibility for membership in the Assembly.

1.2.2.4 Article IV - Officers.

Section 1. The Chairman of the Assembly shall be elected biennially by the Assembly from among its own membership. A vacancy in the office shall be filled by election of the Assembly for the unexpired term. Deans shall be ineligible to serve as Chairman.

*President, Vice-President for Academic Affairs and Dean of the Faculty and Director of Graduate Affairs.

Section 2. The Vice Chairman of the Graduate Council shall be presiding officer of the Assembly when the Chairman is absent or chooses not to preside.

Section 3. The Secretary of the Assembly shall be appointed by the Chairman.

Section 4. The Parliamentarian of the Assembly shall be appointed by the Chairman.

1.2.2.5 Article V - Meetings.

The Assembly shall prescribe for itself a suitable schedule of regular meetings. At least one meeting shall be held each semester and special meetings shall be held at the call of the Chairman of the Assembly or of the Graduate Council or of ten per cent of the members of the Assembly.

1.2.2.6 Article VI - Graduate Council.

Section 1. The Graduate Council shall be responsible to the Assembly for appropriate reports and recommendations concerning academic programs, policies and regulations peculiar to the Graduate Program. It shall have the authority to act on recommendations from a college or school to add, modify, or drop graduate courses,* or to change graduate curricular requirements peculiar to that college or school. Such actions shall be communicated promptly to the graduate faculty and may be modified or reversed by the Assembly. Meetings of the Graduate Council and its subordinate committees shall be announced to the graduate faculty members in advance when practicable and shall be open to all members of the Assembly.

Section 2. The Graduate Council shall be responsible for recommending to the Assembly a suitable schedule of regular meetings, for calling special meetings of the Assembly, for inviting guests to meetings of the Assembly, and for recommending to the Assembly appropriate changes in the organization and procedure of the entities established under the authority of these bylaws.

Section 3. The President of the College shall appoint a Chairman, with vote only in case the voting members are evenly divided, a non-voting Secretary and three voting members, each voting member from a different academic division of the College. Each academic division of the College to which five or more members of the Assembly are assigned shall have one member, elected by members of the Assembly assigned to that division. Each year the voting members of the Graduate Council shall elect from among their own members the Vice Chairman who shall preside when the Chairman is not present. Except for the Chairman, deans shall not be eligible to serve on the Graduate Council. The terms of the Chairman and the Secretary shall be one year and the terms of voting members three years.

*Courses at the 600 level.

The terms of the voting members of the Graduate Council shall be staggered as determined by regulations adopted by the Assembly. If a member ceases to serve, his successor shall be appointed or elected for the unexpired term only. A voting member may not serve more than two complete terms in succession. No faculty member shall be eligible to serve as a voting member unless he has served two years as a Graduate Faculty member at Winthrop College immediately preceding his service except for the Chairman.

Section 4. All councils, committees, or entities at Winthrop College, to the extent of their responsibilities in the area of graduate academic affairs, not otherwise responsible to a major academic division, shall report to the Graduate Council. The Graduate Council shall approve, modify or disapprove any programs, policies or regulations made by such entities in the area of graduate instruction.

Section 5. The Graduate Council may meet in joint session with the Academic Council of the Faculty Conference to discuss matters of mutual concern when called to do so by the chairmen of the two councils. When such joint meetings take place the Chairman of the Academic Council shall preside. The two councils may establish joint committees and councils to pursue matters of mutual concern and may establish rules for joint activities, except that if voting takes place it shall be done separately by Council.

1.2.2.7 Article VII - Committees.

Section 1. The Assembly shall establish and regulate any committees it deems appropriate.

Section 2. Each committee of the Assembly, standing or select, unless otherwise provided, shall elect its own chairman and secretary, shall meet at the call of the chairman or any two members, and shall report at least once each academic year to the Assembly as scheduled by the Graduate Council. Any committee actions may be modified or reversed by the Assembly. All committee meetings shall be open to all members of the Assembly unless the committee specifically votes to meet in executive session. Membership on standing committees shall be for staggered three year terms as determined by the regulations of the Assembly and vacancies shall be filled by election for the unexpired term only.

1.2.2.8 Article VIII - Constituent Committees.

The members of the Assembly who are assigned to each major academic division of the College shall be eligible for membership in a Graduate Faculty Committee of that division. Each such committee shall be responsible for the graduate academic programs of its division within limitations prescribed by the Assembly and shall report to the Graduate Council. The following are recognized as major academic divisions of the College: The College of Arts and Sciences, the School of Business Administration, the School of Education, the School of Home Economics,

the School of Music and the Winthrop College Library.

1.2.2.9 Article IX - Parliamentary Authority.

The rules contained in the most recent edition of Robert's Rules of Order shall govern the Assembly, the Graduate Council and all committees created under the authority of these bylaws, in all cases to which they are applicable and in which they are not inconsistent with the relevant bylaws or special rules of order. All continuing special rules of order established by the Assembly shall be printed in the Faculty Manual of Winthrop College.

1.2.2.10 Article X - Amendments.

These bylaws can be amended at any regular meeting of the Assembly by a two-thirds vote of the members voting, provided that the proposed amendment has been placed on the agenda by vote of the Assembly at the previous meeting.

1.2.2.11 Article XI - Ratification.

Section 1. These bylaws shall be operative beginning August 15, 1975, provided they are first approved by the Assembly and ratified by the Faculty Conference of Winthrop College.

Section 2. All programs, policies and regulations enacted under earlier bylaws shall be valid and operative until changed.

1.2.3 Special Committees.

1.2.3.1 Committee on Academic Conduct.
(Established by Academic Council as a Committee of the Academic Council)

Membership. A non-voting chairman to be appointed by the Dean of the Faculty and five voting members - two faculty (elected by the faculty), two upperclass students (elected by the students), and one faculty member appointed by the chairman or dean of the department or school in which a particular case originates. The Committee Chairman will serve for one year. One faculty member will be elected for two years and one faculty member will be elected for one year. Students will be elected for one-year terms. Each subsequent year one new faculty member will be elected for a two-year term. The appointed faculty member will serve only for the designated case.

Jurisdiction. The Committee shall have jurisdiction in only three kinds of cases:

1. A case in which a student has accused a faculty member of violating stated course grading policies.
2. A case in which a student has reason to believe that an error has been made in computing or recording his grade for a particular assignment or for the course.
3. A case in which a student wishes to contest a grade which has been assigned to him as a penalty for alleged cheating.

NOTE: The Committee will recognize the definition of cheating offered in the Student Handbook, and will include expansion of the definition of cheating to include "the deceitful altering of any assignments or the instructor's markings on an assignment after the paper has been graded."

> From the 1974-1975 Student Handbook:
> Cheating: This may be defined as giving or using prohibited written and/or oral information during tests, quizzes, or examinations; stealing, buying, selling, or any other use of an examination before it has been administered.

The Committee will not hear cases in which a student merely feels he or she has received unfair treatment.

Powers. The Committee will be limited to recommending that a given grade remain unchanged, be changed to a different grade, or be changed to a zero (for a particular piece of work). The recommendation will be based on a majority decision of the five voting members, and copies of the recommendation will be forwarded to the student(s) and faculty member involved and to the faculty member's chairman and academic dean. The Committee will submit reports to Academic Council, and these reports will be forwarded, upon request, to Faculty Conference and to Student Senate.

Procedure. Student and faculty member should try to resolve the problem informally. If no satisfactory solution is reached, either the student,

or the faculty member, or both can call the case to the attention of the appropriate dean. The dean will then refer the case to the Committee on Academic Conduct for hearing within ten school days. Referrals to the Committee on Academic Conduct must be made within two weeks of the alleged infraction unless the student is not registered for courses during the semester or summer session in which the hearing would take place, in which case the appropriate dean must be notified in writing that the student wishes the Committee to hear his case at a later date. Such written notification must be received within three weeks of the alleged infraction. In all cases the burden of proof will rest on the accuser.

Records of all Committee hearings and actions will be kept for no more than one year after the Committee hears a particular case.

1.2.3.2 Coordinating Committee for the Teacher Education Program. (Established by the Academic and Graduate Councils, replaces Teacher Education Council).

Responsibilities. The Coordinating Committee for the Teacher Education Program (CCTEP) will have the following responsibilities for the teacher education program.

1. To formulate the philosophy for teacher education at Winthrop College.
2. To approve, review, and evaluate continuously the total program and its components in accordance with accreditation standards.
3. To identify program deficiencies.
4. To encourage program improvement.
5. To stimulate the design of new programs.
6. To develop and administer policies and procedures for admission and retention.
7. To obtain evidence of program effectiveness by evaluation of teacher education graduates.

Teacher education program changes will be submitted to CCTEP for approval; however, new courses will not be submitted unless they, in the opinion of Academic Council, Graduate Council, or the Committee on Undergraduate Instruction, involve integral changes in a component of the teacher education program.

In reviewing the teacher education program, CCTEP may examine professional content and general education courses. Courses will not, however, be reviewed as a matter of routine; but only if evaluations reveal deficiencies or if CCTEP considers reveiw essential for evaluation of a component of the teacher education program.

In exercising its functions, CCTEP must (1) recognize that content and general education courses include students who are not enrolled in the teacher education program; (2) respect the views of those who teach professional, content and general education courses as experts in their fields of knowledge; and (3) consider the standards of accrediting bodies, learned societies and agencies.

In both formulating and implementing policies, CCTEP will seek the cooperation of affected units including schools, departments, and the library. Representatives of affected units will be informed of contemplated changes and will be encouraged to inform the Committee of their views and to appear before it if they so desire. All decisions and actions of CCTEP may be reviewed by Academic Council, and/or Graduate Council and their respective faculty conferences. Any individual faculty member or any affected unit may request such a review.

Membership The Coordinating Committee for the Teacher Education Program will consist of faculty significantly involved in teacher education. Members will be elected by the faculties of the individual schools as follows: College of Arts and Sciences, 2; School of Business Administration, 1; School of Education, 6; School of Home Economics, 1; and School of Music, 1. The Committee may add students and public school personnel as non-voting members. The Dean of the School of Education or his designee will be added as an ex-officio, non-voting member. The Committee will elect a chairperson from its voting members.

Procedures.

1. The minutes of all meetings of the Coordinating Committee for the Teacher Education Program (CCTEP) will be distributed to all members of the Graduate Council and the Academic Council. Any member of either council may request further information on any item in the minutes.

2. Copies of all formal proposals will be sent to the chairmen of the two councils. The chairman of the council concerned with action on a proposal will distribute copies to the members of that council. The proposal will be placed on the agenda of the council meeting which follows receipt of the proposal.

3. Copies of the formal proposals from CCTEP must be given to the council chairmen at least one week before the council meeting in which the proposal is to be considered.

4. Regular meetings of CCTEP, Graduate Council and Academic Council will be synchronized in such order as to provide for a minimum time lapse between action on a proposal in CCTEP and presentation to the council concerned with the proposal.

5. When both councils must act on a proposal or a recommendation from CCTEP, the councils will meet together during the regularly scheduled time of one of the councils. Deliberations and decision-making will occur as joint action when both groups are concerned. The chairman of the Academic Council will preside over the joint meeting.

1.2.4 General Committee Rules.

1.2.4.1 Conditions for Service.

Membership in the Winthrop faculty for at least one year is required for election to any standing committee. A member of a standing committee may not succeed themselves.

1.2.4.2 Elections.

Regular elections by the Faculty Conference of members of all standing committees created by the Faculty Conference shall take place at the April meeting of the Faculty Conference. Special elections to fill vacancies shall take place as soon as practicable after such vacancies occur. When a member of a committee created by the Faculty Conference enters on leave of absence, a committee vacancy is thereby created. The Committee on Faculty Personnel shall nominate two eligible candidates for each vacancy, and additional nominations may be made by any member of the Faculty Conference. A majority of the votes cast shall be required to elect. When more than one person is to be elected to a Council or Committee and the terms are staggered, the longer terms shall be given to the persons receiving the greater number of votes.

1.2.4.3 Electoral Procedures.

The electoral procedure is as follows:

1. The Committee on Faculty Personnel will nominate two persons for each vacancy and circulate these names to the faculty prior to the election meeting. Additional nominations may be made from the floor.

2. Voting: The voter lists the nominees in order of choice (or when a printed ballot is used, numbers them in the order of choice).

3. Absences: In any election by the Faculty Conference, balloting will be done in the meeting. Those faculty members who are absent may cast their ballots in the office of the Secretary of the Faculty Conference before noon of the following business day.

4. Custody and Counting:

   A. Custody and counting of ballots shall be the responsibility of the Secretary of the Faculty Conference, who will tally the votes with the assistance of a faculty monitor designated by the Rules Committee. The faculty monitor may not be a candidate in that election.

   B. Ballots are classified according to first choices. A majority is required to elect.

C. If no nominee has a majority, the nominee receiving the smallest number of votes is eliminated and ballots thus released are classified according to next choices. This step is repeated until some candidate has a majority. The faculty monitor breaks ties by flip of coin or otherwise by chance.

D. If more than one vacancy is to be filled, the nominees already elected are eliminated and steps B and C are repeated. This procedure is repeated until the requisite number of vacancies is filled.

E. When more than one person is to be elected to a council or committee and the terms are staggered, the longer terms shall be given to the persons elected first in the process above.

5. Notification and Results: As soon as votes are tabulated, both winning and losing candidates will be notified of the outcome by the Secretary of the Faculty Conference. Complete election results will be distributed to the faculty in the Faculty Conference Minutes.

1.2.5 The Administrative Council.

The Administrative Council advises and assists the President on issues and problems pertaining to all aspect of the College. Membership includes the President who is the presiding officer, the Vice President for Academic Affairs and Dean of the Faculty, the Vice President for Planning and Development, the Vice President for Business and Finance, the Assistant to the President, the Registrar, the Dean of Students, the Director of Information Service, the Academic Deans, the Librarian, an elected member of the Faculty, the President of the Student Government Association, and the President of the Student Senate.

1.2.6 The Honors Council.

The Honors Council, appointed by the Vice President for Academic Affairs, administers the Honors Program. The Council determines policy, subject to the approval of the administration and Faculty Conference, and is responsible for the implementation and evaluation of that policy in specific curriculum structures. The Council consists of a chairman, one representative from each of the four professional schools, and four from the College of Arts and Sciences. Faculty members are appointed for three-year terms. The Council also includes three elected student representatives who serve one year terms.

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2. FACULTY RESPONSIBILITY AND RELATIONSHIPS

2.1 Faculty Ethics.

The Winthrop College faculty endorses the following statements of ethics:

(1) The professor, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognizes the special responsibilities placed upon him/her. One's primary responsibility to one's subject is to seek and to state the truth as one sees it. To this end one should devote one's energies to developing and improving scholarly competence. He/she accepts the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. He/she practices intellectual honesty. Although one may follow subsidiary interests, these interests must never seriously hamper or compromise freedom of inquiry.

(2) As a teacher, the professor encourages the free pursuit of learning by his/her students. He/she holds before them the best scholarly standards of his/her discipline, demonstrates respect for the student as an individual, and adheres to the proper role as intellectual guide and counselor. He/she makes every reasonable effort to foster honest academic conduct and to assure that evaluation of students reflects their true merit. He/she respects the confidential nature of the relationship between professor and student, avoids any exploitation of students for private advantage and acknowledges significant assistance from them. He/she protects their academic freedom.

(3) As a colleague, the professor has obligations that derive from common membership in the community of scholars. He/she respects and defends the free inquiry of associates. In the exchange of criticism and ideas he/she shows due respect to associates, and respect for the opinion of others. He/she acknowledges academic debts and strives to be objective in the professional judgement of colleagues. He/she accepts a share of faculty responsibilities for the governance of the institution.

(4) As a member of the institution, the professor seeks above all to be an effective teacher and scholar. Although he/she should observe the stated regulations of the institution, provided they do not contravene academic freedom, he/she should maintain the right to criticize and seek revision. He/she determines the amount and character of work to be done outside the institution with due regard to his/her paramount responsibilities within it. When considering the interruption or termination of his services, one recognizes the effect of one's decision upon the program of the institution and gives due notice of intention.

(5) As a member of the community, the professor has the rights and obligations of any citizen. He/she measures the urgency of these obligations in the light of responsibilities and to his/her subject, students, profession, and institution. As a citizen engaged in a profession that depends upon freedom for its health and integrity, the professor has a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

2.2 Registration and Enrollments.

2.2.1 Temporary Rolls.

On the first day of classes, temporary class rolls are available to the instructors, department chairmen, and deans. If a student's name is not listed on the roll or there is a mistake in the listing, the instructor must call the student's attention to the matter. It is the student's responsibility to inform the Registration Office of the discrepancy.

2.2.2 Permanent Rolls.

Approximately two weeks after the beginning of classes, a permanent class roll is issued for each course and section, accompanied by specific instructions from the registrar. If a student's name is not included on the roll or if there is a mistake in the student's listing, the instructor must call the student's attention to the matter. It is the student's responsibility to notify the Registration Office of the discrepancy. If there are errors in the listing of the course (e.g., course title or instructor's name) the instructor should notify the department chairman or dean. It is the responsibility of the dean to inform the Registration Office of the discrepancy.

2.3 Course Operating Standards.

2.3.1 Class Periods.

Class periods run Monday through Friday, with the exception of some Saturday on campus classes, and the class periods are as follows:

8:00 - 8:50 MWF	8:00 - 9:15 TuTh
9:00 - 9:50 MWF	9:25 -10:40 TuTh
10:00 -10:50 MWF	10:50 -12:05 TuTh
11:00 -11:50 MWF	12:15 - 1:30 TuTh
12:00 -12:50 MWF	1:40 - 2:55 TuTh
1:00 - 1:50 MWF	
2:00 - 2:50 MWF	
3:00 - 4:15 MW	3:05 - 4:20 TuTh
*4:00 - 5:15 MW	*4:00 - 5:15 TuTh
4:30 - 5:45 MW	4:30 - 5:45 TuTh
6:30 - 7:45 MW	6:30 - 7:45 TuTh
8:00 - 9:15 MW	8:00 - 9:15 TuTh
6:30 - 9:15 M	6:30 - 9:15 Tu
6:30 - 9:15 MW	6:30 - 9:15 Th
	9:30 a.m.-12:15 p.m. Saturday

*Primarily for courses public school teachers will take.

2.3.2 Classroom Assignments.

Instructors are expected to meet their classes in the assigned classrooms or areas. Any changes in meeting place must have the approval of the department chairman or dean and the Registration Office.

2.3.3 Meeting Times.

Instructors are expected to meet their classes at the assigned times. Any changes in meeting times must have the approval of the department chairman, dean, and the Registration Office.

2.3.4 Attendance.

2.3.4.1 Faculty. Faculty are expected to meet all their scheduled class engagements. Faculty who expect to be absent from any of their classes should obtain permission from their department chairman or dean. Emergency absence should be reported immediately to the department chairman.

2.3.4.2 Students. Although instructors will keep accurate records of attendance for administrative purposes, students' grades are based on their performance, not attendance. Students should understand that they are responsible for the academic consequences of absence. Instructors of courses are obligated to provide makeup opportunities only for students who are absent with adequate cause. The instructor will be responsible for judging the adequacy of cause of absence.

2.4 Advising and Counseling.

2.4.1 Faculty Office Hours.

Faculty members are required to maintain office hours and to post the hours on their respective office doors. While the number of office hours required is not fixed, it is assumed that each faculty member will maintain office hours each day which will be convenient and adequate for the students to arrange conference pertaining to their work. Most departmental and administrative office hours are 8:30 a.m. to 5:00 p.m. Monday through Friday.

2.4.2 Academic Advising.

Academic advising and counseling is administered by the academic deans. Each Winthrop student is assigned an academic adviser who is a regular member of the Winthrop Faculty. Advising students is an important responsibility of faculty members who are requested to assist conscientiously in this significant work.

New students who express interests in professional schools are referred to the appropriate academic deans for specific adviser assignments. Students in the College of Arts and Sciences, including those undecided as to major, are assigned to general advisers in the College of Arts and Sciences. Liberal Arts majors are reassigned to departmental advisers just prior to the beginning of the junior year.

Scheduled group testing: such as: College Entrance Examination Board Tests, National Teacher Examinations, Graduate Record Examinations, College Level Examination Program Examinations, guidance, testing, special survey examinations and individual special testing is administered by the office of Guidance, Testing, and Placement. Winthrop College is designated as a testing

center by the College Entrance Examination Board and the Educational Testing Service for the administration of examinations in the national program.

2.4.3 Counseling.

Faculty members are encouraged to refer students who may need or desire professional assistance with personal problems to the Winthrop Counseling Center. (See 5.4.1)

Appointments may be made in person (214 Bancroft Building) or by telephone (Extension 2233) hours 9:00 - 12:00; 1:00 - 5:00 Monday through Friday.

2.5 Evaluation and Grading.

2.5.1 Tests, Papers, Etc.

The following principles are intended to serve as guides around which instructors should shape their testing procedures:

> A number of evaluations of students' achievements should be made throughout any given semester. The instructor in each class is encouraged to have at least four major items on which to base the student's final grade. The instructor may require a combination of one-hour tests, written reports, oral reports, or appropriate performances or projects. Tests should be returned to students within a reasonable time. Students have a right to examine their own tests regularly in order to understand which items were answered incorrectly or inadequately and why their responses were inadequate.

2.5.2 Evaluation of Students.

Grades are generally recognized as comparative ratings of student achievement. College experience indicates that the average grade in sophomore courses tends to be higher than that for freshmen courses and that grades in junior and senior courses follow a similar pattern.

It is the responsibility of the instructor, reasonably early in each course, to inform the students of the evaluation placed upon their work. Thereafter, periodic redeterminations of their standing should be furnished the students.

It is also the responsibility of the instructor to assign to each student a fair grade based on evaluations relevant to the content and purposes of the course.

2.5.3 Multiple Evaluations on a Single Day.

All evaluations which count 15% or more of a course grade shall be announced at least one week in advance of the date on which the evaluation is to take place or the date when the material is due. (For the purpose of this policy, an evaluation means an examination or quiz either written or oral, class presentation, research paper, essay, project, or any other written material or performance on which the student's grade in the course is based.)

When a student is assigned for the same date three or more in-class evaluations each of which counts 15% or more of the course grade, the student has a right to appeal to have the date of the third and subsequent evaluation changed. (For the purpose of this policy, in-class evaluation refers to a written or oral examination or quiz, and an oral class presentation or performance which must be done in the classroom on the date in question, as opposed to a written paper or quiz which is to be prepared prior to the class meeting and brought to the class.)

The process of appeal will begin with informal discussions initiated by the student with his or her instructors. The student's case may be substantiated by having each instructor complete the "Request for Change of Examination Date" form which is available in the Registrar's office.

The earliest time of assignment of an evaluation (including date and class period) shall determine the two evaluations to be administered on the date in question. Third and subsequent evaluations will be given on another day if the student requests. The make-up date will be at a reasonable time prescribed by the instructor.

The appeal must be completed by the student no later than three regular school days before the date on which the evaluations are scheduled to take place.

Faculty members are urged to announce course evaluation dates as early in the semester as possible.

2.5.4 Academic Dishonesty.

Individual faculty members have the responsibility for determining the action to be taken in cases of academic dishonesty relating to their courses. Such cases include but are not limited to: (A) Cheating, which may be defined as the giving or using prohibited written and/or oral information during tests, quizzes or examinations; the stealing, buying, selling, or any other use of an examination before it has been administered; the deceitful altering of any assignments or the instructor's markings on an assignment after the paper has been graded. (B) Plagiarism, which may be defined as the submitting of material as the student's own work without indicating its source; allowing another person to compose or rewrite a student's assignment; copying material previously used in class reporting and submitting it as the student's own work.

Any student who is a party to academic dishonesty is equally guilty, whether having given or accepted assistance.

When a student is accused of academic dishonesty, the faculty member must be prepared to provide the evidence upon which the decision rests. A student may appeal this decision to the chairman of the department and the academic dean of the college or school in which the course is offered. (See also 1.2.3.1 Committee on Academic Conduct). When warranted a case of academic dishonesty may be referred by the dean of the college or school to the Vice President for Academic Affairs and Dean of the Faculty and ultimately to the President of the College for review.

2.5.5 Grade Reports.

It is the responsibility of the instructor at the end of each semester to report final grades to the Registrar's Office.

Grades are reported to the Registrar's Office using the Student Grade Cards furnished by the Registrar's Office toward the end of the semester. Detailed instructions for reporting grades are distributed by the Registrar's Office each semester.

Reports are sent to students at the end of each semester by the Registrar's Office.

2.5.6 Change of Grade.

A grade once reported may be changed only upon the recommendation of the instructor with the approval of the dean of the college or school. The approval of the dean is not required for changes of grades with the prefix I if the change is made during the twelve-month period immediately following the assignment of the prefixed grade.

2.6 Student Description of Instruction and Course.

The Student Description of Instruction and Course program was adapted by the faculty of Winthrop College on April 8, 1973. The program objective is to provide the faculty with descriptive information regarding strengths and weaknesses in both course work and teaching methods; to inform the students as to the nature of the various courses; and to assist the college administration in their continuing evaluation of the faculty. The questionnaire is administered to every class each semester including both terms of summer school, at sometime after two-thirds of the course is over.

On the first administration in any course, only the instructor will receive the results. On the second administration in any course, the professor, chairman and deans will receive the results. Consultation may take place between the instructor and his chairman or dean at this time. On the third administration in any course, students will be permitted to see results which will be on file in the library.

2.7 Off-Campus Trips.

2.7.1 Requests to Take Students Off-Campus.

Faculty members wishing to take students off campus must have the permission of their chairman or dean. The approving officer must have some record of the excursion in the event that the College may need to check the whereabouts of a student. It is not necessary to secure the permission of the dean of students.

2.7.2 Trip Insurance.

Trip insurance is required when students are asked to use their cars on college authorized business, such as authorized field trips. This insurance

provides protection for student drivers should they be sued by fellow passengers, in case of accidents. If a student drives a Winthrop automobile, trip insurance is not required. Authorization for trips comes from having a properly completed and approved "Travel Request" prior to trip time.

The trip insurance is requested by departmental secretaries sending a list of students who will be driving their personal automobiles, along with the names of passengers in that automobile to the Peoples Trust Company, 151 South Oakland Avenue, Rock Hill, South Carolina 29730. This list should include the times of departure and return, designation, and the department name to which the premium cost is to be charged. A copy of the list should be sent to the Comptroller's Office as a matter of information and record.

2.8 Academic Processions and Regalia.

Faculty members are expected to be present in proper academic regalia for official academic functions such as commencement. Faculty are invited to attend all three commencements. Academic year faculty are required to participate in either the December or May commencement, the specific assignment to be made by the deans of the schools and college. Second session summer faculty are requested to participate in the August Commencement, other faculty are invited to participate. The Vice President for Academic Affairs and Dean of the Faculty should be notified if an emergency should arise which prevents a faculty member from participating.

Arrangements to purchase or rent academic regalia may be made through the College Store.

2.9 Teaching Load.

Teaching loads at Winthrop College vary among departments and within departments depending upon the nature of the courses being taught. Normally twelve semester hours of regularly scheduled courses per semester is the maximum teaching load. Reduction in this load may be made due to added administrative or other responsibilities carried by the faculty member. Involvement in research is also considered, and appropriate teaching load reductions are made when conditions warrant. The teaching load in music, physical education and laboratory courses is computed on a different basis with twenty hours per week being the normal maximum contact time in most departments.

2.10 Annual Report of Faculty Member.

This report is completed by the faculty member in duplicate and returned to the academic dean. The original copy is sent to the Vice President for Academic Affairs and Dean of the Faculty to be retained in the personnel folder of each faculty member; one copy is retained in the files of the Dean of the college or school.

3.0 Supportive Services for Instruction and Research.

3.1 Library.

3.1.1 Library Hours.

3.1.2 Location of Materials.

3.1.3 Services.

3.1.3.1 Circulation.

3.1.3.2 Reserve Books.

3.1.3.3 Interlibrary Loan Service.

3.1.3.4 Computer Search Services.

3.1.3.5 Photocopy Service.

3.1.3.6 Carrels.

3.1.3.7 Orientation.

3.1.4 Acquisitions.

3.1.5 Security Control.

3.2 Instructional Aids.

3.2.1 Audio-Visual Equipment and Services.

3.2.2 Instructional Materials Center.

3.3 Computer Facilities.

3.3.1 Academic Facilities.

3.3.2 Data Processing Center.

3.4 Textbook Orders.

3.5 Travel.

3.5.1 General.

3.5.2 Priorities for Approval of Request for Reimbursement for Travel.

3.5.3 Policy Statement (Executive Policy 74-4, July 1, 1974).

3.5.4 Travel Request.

3.5.5 General Rules for Subsistence Reimbursement.

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3.5.7 Travel and Subsistence Allowance for Students.

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3.1 Library.

3.1.1 Library Hours.

Monday through Thursday	8:00 a.m. - 11:00 p.m.
Friday	8:00 a.m. - 10:00 p.m.
Saturday	8:30 a.m. - 5:00 p.m.
Sunday	2:00 p.m. - 10:00 p.m.

Holidays, examination periods, intersessions and summer sessions - as posted.

3.1.2 Location of Materials.

Books: Winthrop employs the Library of Congress Classification System and maintains an open-stack arrangement.

Periodicals: Bound periodicals volumes are classified and housed in the stacks with books in the same classifications. For library holdings consult the computer-generated serials holdings lists which are available throughout the Library. Unbound recent issues are arranged alphabetically by title in the periodicals area on the main floor. For issues not directly available, inquire at the Circulation Desk. A collection of newsletters is located near the unbound recent issues of periodicals.

Documents: The Library is a selective depository for United States government publications. These materials are separately housed and serviced on the second floor. Inquiries should be directed to the Documents Department staff.

Microforms: All microforms and their readers are housed on the second floor, adjacent to the Documents Department. Servicing of microforms is performed by the staff of that Department. A reader-printer is available to reproduce full-sized copies from either microfilm or microfiche.

Recordings: A small collection of recordings is available. Information about library holdings is available at the Reference Desk. Faculty members may charge out records from the Circulation Desk for taping purposes, or for in-class use only.

Special Collections: A small collection of books valuable due to early imprint date, fine printing or binding, limited edition, etc. are housed in the room adjacent to the Librarian's Office. The library is a depository for the archives and history of Winthrop College. This collection of materials is located on the ground floor of the library.

Recent Acquisitions: New books are shelved in the main floor Browsing Area for one month, then retired to the stacks. These books may circulate to any borrower for the usual loan period.

Honor System Paperback Library: Informal collection of books for general

reading. Patrons check out their own books and no fines are imposed.

3.1.3 Services.

3.1.3.1 Circulation. Books for all borrowers are charged for a two-week period. A fine of ten cents per day is charged for overdue books. Any book kept eight or more days overdue will incur an additional ten cent service charge.

Faculty as defined in the Bylaws of the Faculty Conference are granted the privilege of extended Faculty Loan subject to recall. Twice a year, at the end of each semester, faculty borrowers will return all library books in their possession for discharge or to renew them for another extended period. (1) Extended loan is for the purpose of personal research of the person to whom the loan is granted. (2) The extended loan privilege applies only to those books in which the borrower's major research is concentrated. (3) The extended loan privilege is not given automatically but must be requested for each book--otherwise a two-week due date will be stamped in the book, the book is overdue after that date and appropriate fines will be assessed.

Loan privilege cards, available at the Circulation Desk, will be issued upon request to all members of a faculty member's immediate family who wish to borrow books from the library. Since these cards are used primarily for identification, they must be presented each time their holders sign out books. Family members are not entitled to extended faculty loan, and faculty members may not allow family to use a faculty identification card. Faculty members are urged to instruct their children to borrow books only for themselves and not for friends or classmates.

Books in the Reference Collection do not circulate.

While periodicals do not normally circulate, faculty members requiring such materials for instructional or research purposes may borrow them, subject to the following conditions: bound volumes circulate for three days, unbound issues for 24 hours.

3.1.3.2 Reserve Books. Books may be placed on reserve by completing, in triplicate, forms distributed from the Circulation Department prior to the fall semester, and available at the Circulation Desk at other times. Reserve lists should be submitted as early as possible prior to each semester. Processing these lists requires one week.

Books may be placed on either closed or three-day reserve. Closed reserve books are housed behind the Circulation Desk, from which they may be requested by users, and from which they circulate, two at a time, for two-hour periods during the day, or overnight after 10:00 p.m. Three-day books are so marked and are shelved in the stacks. Faculty members who wish to do so may place personal copies on closed reserve for student use.

Where the number of students in a course, the time allowed for completion of the assignment, and the length of the article(s) to be read so indicate, photocopies of individual periodical articles can be made and added to the

reserve collection. Prior to assigning periodical readings, faculty members are requested to notify the Circulation Department. Since magazines are subject to the greatest mutilation and theft among library materials and are generally the most difficult and costly to replace, faculty cooperation in maintaining these materials is invaluable.

3.1.3.3 Interlibrary Loan Service.

Interlibrary loans are made possible for faculty and their graduate students via the policies and procedures established in the National Interlibrary Loan Code, approved by the American Library Association. Since "continued disregard by a borrowing library of the provisions to the Code is sufficient reason for another library to decline to send to said library," faculty members are urged to become familiar with the major provisions of the Code and to cooperate, for their own benefit, with the Library in abiding by those provisions.

Interlibrary loans are handled by the Reference Department; requests for loans should be made on forms available at the Reference Desk. While the Winthrop Library pays all postage and insurance charges, the requestor pays the cost of photocopies of materials requested.

Since a growing number of libraries now provide facsimiles of many items, such as periodical articles, in lieu of the actual volumes, the requestor is asked to indicate on the request form his willingness to accept and pay for photocopies or microfilm copies if necessary.

3.1.3.4 Computer Search Services.

The Library, in cooperation with the North Carolina Science and Technology Research Center, offers computer searches of several indexing and abstracting services in sciences and social sciences. Prices vary depending upon the data base being searched. Students may search the ERIC and Institute of Textile Technology data bases at greatly reduced prices. Inquire at the Reference Desk for details.

3.1.3.5 Photocopy Service.

Photocopiers are available in the Library; faculty members may make their own photocopies at five cents per page. Since these are coin-operated machines, no work done on them may be charged. A photocopier is available, however, for photocopying when copies are to be charged to a department budget. To charge copies, the faculty member should present an Office Service Requisition Form, signed by his Dean or Department Chairman, at the Circulation Desk. The staff member on duty will make the copies and forward the charges to the Accounting Office.

3.1.3.6 Carrels.

Closed carrels are available for faculty use in research and study. Application forms and criteria for carrel assignment may be secured from the secretary to the Librarian. Carrels are generally assigned for one semester, subject to possible renewal upon reapplication. Lockers are also available and can be assigned as requested.

3.1.3.7 Orientation.

The Library conducts a program of library orientation for freshmen through English courses. Instruction of students in other classes in the use of the library resources in those areas is the responsibility of the faculty, who may make appointments with the Reference Department for tours and lectures on the use of specific resources.

Additional information is available in Dacus Library Guide. A brief introductory tour of the Library is available on cassette tape and may be obtained at the Circulation Desk.

3.1.4 Acquisitions.

The Faculty is invited to participate in library acquisitions by suggesting purchases up to a certain amount or allocation. Although these requests are accepted generally and every attempt is made to obtain them, the College Librarian reserves the right to reject requests that do not contribute to the mission and purpose of the Library.

The Department Chairmen or their appointed representatives, receive and approve requests from members of their departments. These requests are then forwarded to the Library. The requesting faculty member is notified when the requested materials are ready for circulation.

Faculty members are also encouraged to request titles which are of general interest. Such requests should be sent directly to the Library where they will be considered for purchase from the unallocated portion of the library materials budget.

Order request forms may be obtained in quantity from the Acquisitions Department. When ordering, the requestor should keep the duplicate copy for his own records, sending the original to the Library.

3.1.5 Security Control.

Library materials are protected by an electronic book detection system. If materials not properly charged out are carried from the Library, an alarm will sound and a gate will lock, preventing exit.

3.2 Instructional Aids.

3.2.1 Audio-Visual Equipment and Services.

The college maintains a variety of standard audio-visual equipment--16mm motion picture projectors, slide projectors, screens, overhead projectures, audio tape recorders, etc. Audio-visual equipment is normally assigned to buildings rather than departments. A secretary in each building has keys and information about the use of the equipment. Each faculty member is expected to operate the equipment in their own classrooms, for emergency service or for briefing on how to operate equipment, call Audio-Visual Services, Ext. 2139.

In addition to the standard audio-visual equipment, closed-circuit television equipment is available. Each classroom building has viewing facilities with reception capabilities of four off-campus channels and one on-campus channel. Facilities are also available for location or studio production of video-tapes.

3.2.2 Instructional Materials Center.

The Instructional Materials Center (IMC) is primarily a collection of textbooks, periodicals, and audio-visual media designed for use by students, pre-school through Grade 12. There is also a small collection of professional education materials and a large collection of publishers and audio-visual producers catalogs. However, the major portion of professional level education books and all professional journals are housed in Dacus Library.

The center is open daily when classes are in session. Hours are posted on the door. While there is no limitation as to who may use the IMC--it is open to all Winthrop personnel as well as to school teachers from the surrounding area--materials are restricted to use in the IMC.

The IMC currently provides the campus with a cassette tape duplication service (cassette-to-cassette only, not reel to cassette or vice-versa). In the future the IMC hopes to provide the college with a centralized catalog of audio-visual materials available on campus and to add other needed services as additional staff is added.

For additional information about services and hours of the IMC call Extension 2136 or visit the IMC in 145 Withers.

3.3 Computer Facilities.

3.3.1 Academic Facilities.

Two computer systems are located in the Academic Computer Center, Kinard 20. They are normally available to faculty and students on a first-come first-served basis. The student employee on duty will provide instruction in their operation.

One system consists of a Data-100 Model 78 terminal connected by telephone line to an IBM 370-168 computer (3.0 Meg.) running under OS/360 MVT release 21.8 with HASP which runs under VM/370. Languages available

include ALGOL F, ANS COBOL, ASSEMBLER F, ASSEMBLER G, FORTRAN G, FORTRAN H, LISP, PL/1 F, RPG, SNOBOL 4, WATFIV. Available specialized packages include BMD, CSMP, ECAP/360-E, GPSS, PCAP, SAS, SPSS, and SSP.

The other system consists of an IBM 1130 Model 4B computer (8 K words). Languages available include APL, ASSEMBLY, BASIC, FORTRAN IV, RPG.

Faculty and students who do not choose to compile and execute their own programs may leave them with the student employee on duty in Kinard 20. Such programs will be compiled and executed in the order received (normally during the evening of the day they are received) and deposited in the boxes provided for this purpose.

Six IBM Model 29 card punches are located in the Academic Computer Center (across the hall from Kinard 20). They are normally available to faculty and students on a first-come first-served basis. The student employee on duty will provide instruction in their operation.

When circumstances warrant use of the Academic Computer Center facilities on a reserved-time basis, prior arrangements may be made with the chairman of the Computer Science Program (CSP) committee. Relevant circumstances may include demonstrations to class under supervision of a faculty member and research projects after normal operating hours under supervision of an authorized operator.

In order to facilitate use of the computers by faculty members and graduate students, members of the CSP faculty and staff will provide some assistance in problem analysis and computer programming. The necessary arrangements can be made through the chairman of the CSP committee.

The Academic Computer Center (Kinard 20) is operated from 8:00 a.m. to 11:00 p.m., Monday through Friday, from 12:00 noon to 6:00 p.m. Saturday, and from 2:00 p.m. to 11:00 p.m. Sunday.

3.3.2 Data Processing Center.

A Data 100 remote terminal and an NCR Century 100 Computer System is located in Tillman Building, Room 17 for faculty and student use. The remote terminal is connected to USC Computer Center in Columbia. This equipment is available only by arrangement through the chairman of the Computer Science Program committee, and requests should be made directly to him. Normally the Center is available to faculty and students after 5:00 p.m. weekdays and anytime on weekends.

The NCR Century 100 is scheduled for removal by January 1, 1976.

3.4 Textbook Orders.

Prior to each semester and summer session, textbook information forms are sent by the College Store to the dean of each college or school for distribution to the faculty. The Textbook Forms are sent on the following dates

with a return date specified:

Summer Session (for both terms)--sent to Deans February 20 to be returned by March 20.

Fall Semester-- sent to Deans March 20 to be returned by April 20.

Spring Semester-- sent to Deans September 15 to be returned by October 15.

This form should be completed by the faculty member for each textbook and/or supplementary textbook to be used for each course. There should be only one title per form. Any request for supplies should be made on the special form which is provided with the textbook information form or available from the College Store upon request. The cost of textbooks should not exceed $18.00 per course.

3.5 Travel.

3.5.1 General.

Attendance at professional meetings, presenting original papers, and chairing programs is encouraged; and active service on state, regional or national professional organizations is encouraged because these activities are of value to the professional growth of the faculty members and are effective steps in extending the educational influence of Winthrop College.

Therefore, within reasonable limits, faculty members should strive to maintain their professional affiliations with the various learned societies and to represent Winthrop College in their various roles as speakers, committee members or listening participants at professional meetings.

The college, in turn, encourages off-campus activities by assisting in a limited way with travel expenses. At the same time, the professor must expect to share in this expense. It is most improbable that many people will receive full remuneration for professional travel, especially when meetings are at great distances from the campus.

3.5.2 Priorities for Approval of Request for Reimbursement for Travel.

The following four levels of priorities are to be considered by department chairmen in approving requests for travel funds. Travel Requests not falling in these categories will be given limited consideration.

Rank Order of Priority:

1. Faculty member will:

   (a) Read original paper or report on research.
   (b) Be serving as officer of professional organization and contributing in major way to program.
   (c) Contribute in another major way to program of professional organization.
   (d) Travel as a representative of the College on assignment by the President.

2. Faculty member will:

   (a) Serve on panel of professional program.
   (b) Participate in regional or national committees planning session.

3. Faculty member will:

   (a) Chair paper reading or other session of professional organization.
   (b) Attend state committee planning session.

4. Faculty member will:

   Attend professional meeting; no participation.

The above priority list will not always be adequate to judge the merit of individiual requests but is presented only as a general policy statement. A department's travel budget must be guarded carefully so that the greatest service will be realized from its limited funds.

3.5.3 Policy Statement (Executive Policy 74-4, July 1, 1974).

Employees who travel on official business of the College are obligated to seek advance approval for the travel and to provide ample evidence of the expenditures claimed.

Travel Authorization.

Employees of the College must have advance approval for all official travel as provided through the Travel Request procedures. The approval is needed to assure reimbursement of allowable costs and to afford protection under the laws of Workmen's Compensation. The College is obligated to cover only costs of trips for which advance approval has been given.

Expense Reimbursement.

Expense account vouchers submitted upon completion of approved travel must be accompanied by bona fide receipts of expenditures for lodging, transportation, and other major costs for which receipts are feasible. The expense account voucher will not be honored unless the receipts are attached.

The employee on official business is advised to show actual expenses for each trip, regardless of amount. The College can reimburse only that portion approved and permitted by State law, but the difference can be important in private tax computations. An official record of the difference is of mutual advantage to employee and College.

3.5.4 Travel Request.

Before an employee leaves on an official trip he must complete a Travel Request and have it approved by his department chairman and the dean of his college or school. The Travel Request is to be completed by the

traveler, seven days prior to departure, and sent to Department Head for his signature. The Department Head signs, enters the approved amount and forwards the entire packet to the Dean or Division Head. The Dean or Division Head approves and removes the Yellow Copy for his file and routes the remaining packet back to the traveler.

If the traveler is requesting a college car, the Gold Copy should be removed and sent to the Motor Pool. Otherwise, the Gold Copy or a Xerox copy is to be sent back to the Department Head.

The traveler retains the White and Blue Copies in the travel jacket provided by Winthrop. This jacket should accompany the traveler on the trip, and paid bills accumulated in the jacket pocket. As a minimum, the motel bill must accompany the request for payment where overnight travel is requested. Upon return, the traveler completes the reimbursement portion of the form. He retains the Blue Copy for his files and sends the White Copy, with the paid bills, in the travel jacket to the Accounting Department for reimbursement.

3.5.5 General Rules for Subsistence Reimbursement.

3.5.5.1 Reimbursement. Employees shall be allowed reimbursement for actual subsistence expense incurred and paid, not to exceed $20.00 per day while traveling in state, $25.00 per day while traveling outside the state and $30.00 per day while traveling to urban areas outside the state of 250,000 or greater population. Reimbursement will be for only such expenses as are justified by the circumstances affecting the travel. Upon return the traveler must complete a disbursement voucher which must be accompanied by bona fide receipts of expenditures for transportation, lodging, and other major costs for which receipts are feasible. This is submitted to the Accounting Office for reimbursement.

3.5.5.2 Six-hour Rule for Periods of Travel Exceeding 24 hours and 40 Miles.

In computing the maximum amount of subsistence which may be reimbursed for travel exceeding 24 hours, the calendar day (midnight to midnight) will be the unit; provided no reimbursement for overnight accommodations will be permitted within 40 miles of the traveler's residence. Maximum subsistence reimbursement is allowable at the rate of one-quarter of the daily rate for each of the following periods of 6 hours or fractions thereof: Midnight to 6:00 a.m.; 6:01 a.m. to Noon; 12:01 p.m. to 6:01 p.m. to Midnight. Such periods of 6 hours must be consecutive, the first of which must begin with the time that travel status begins. For example, a traveler leaves his permanent place of employment at 5:00 p.m. Monday and returns at 9:00 a.m. Thursday. The number of days for which subsistence would be allowed is computed as follows:

	Days
5:00 p.m. to 6:00 p.m. Monday	1/4
6:01 p.m. to Midnight Monday	1/4
12:01 a.m. to Midnight Tuesday	1
12:01 a.m. to Midnight Wednesday	1
12:01 a.m. to 6:00 a.m. Thursday	1/4
6:01 a.m. to 9:00 a.m. Thursday	1/4
TOTAL	3

3.5.5.3 Periods of Travel Which are Less than 24 Hours.

(A) Overnight--In determining the maximum subsistence reimbursement for travel which requires overnight accommodations but is of less than 24 hours duration, the six-hour rule will apply; but the day, for the purpose of this computation will begin at the time of departure and conclude upon return. No overnight accommodations will be permitted within 40 miles of the employee's residence and/or headquarters.

(B) Single Calendar Day--If the travel is entirely accomplished in a single calendar day (no overnight lodging required), the six-hour rule will not apply. Under these conditions, the maximum subsistence reimbursement will be as follows:

Breakfast -	$2.00	(if traveler leaves his residence before 6:30 a.m.)
Lunch	2.50	
Supper	4.50	(if traveler arrives home after 8:30 p.m.)

No reimbursements will be permitted for the "single calendar day" unless the employee is over 10 miles from his place of residence and/or headquarters.

3.5.5.4 Mileage Reimbursement. When an employee uses his own automobile for official business, he shall be reimbursed at the rate of 14 cents per mile. Auto travel should be by the most direct route practicable, and substantial deviation from the distances shown by the current State Highway System Map of the South Carolina Highway Department should be explained.

A separate entry should be made for travel in the vicinity of a community or city.

3.5.6 Reimbursement for Expenses other than Transportation and Subsistence.

Other expenses may be reimbursed, such as conference or registration fees, taxi/limousine service, airport parking, drayage, telephone and telegraph. These reimbursements are in addition to the daily meals and lodgings or subsistence amount.

3.5.7 Travel and Subsistence Allowance for Students.

Students traveling as official representatives of the College of sanctioned Student Organizations are subject to the same policies and procedures applicable to the College Staff. Reimbursement may range from token financial support up to the maximum travel and subsistence allowance applicable to regular official travel. The Vice President for Student Affairs or her designated representative must approve all student organization travel and make the determination as to method of travel and degree of financial support. Other official College student travel will be treated the same as faculty and staff travel and must be approved by the Department Head or Dean whose budget will be charged for the travel.

3.5.8 Dependents Accompanying Employee.

If a dependent accompanies an employee on an authorized business trip, only those expenses which may be directly attributed to the employee may be reimbursed.

3.5.9 Group Travel.

If more than one individual is to travel under one travel authorization, one person must be designated responsible for the funds. This person must account for all expenditures of the group and will be reimbursed by the Accounts Payable Section. If such an arrangement is not desirable, a separate Travel Authorization must be submitted for each traveler.

The Travel Authorization Form should also be submitted for official College travel even if there is no reimbursement by the College.

3.5.10 Method of Transportation.

The method of transportation utilized by College employees will be by the most practical and economical means, with due consideration given to the time involved and the mission to be accomplished. Travel under 500 miles, round trip, insofar as it is practical, shall be by College-owned or private vehicle. Travel in excess of 500 miles round trip should be by common carrier, and preferably by air carrier because of the great savings in time over other types of conveyances. Use of College-owned vehicles should be limited to South Carolina and adjoining states.

3.5.11 Procurement of Common Carrier Tickets.

If a common carrier is to be used, the individual should contact Thomas Tours and arrange the accommodations. The individual must furnish the travel agent with the Travel Authorization number which is on the upper right corner of the Travel Authorization Form. The Travel Agency will confirm approval with the traveler and will forward tickets to his office.

3.5.12 Procurement of College Motor Pool Vehicles.

If a College Motor Pool Vehicle is to be used, the individual wishing to travel should reserve the car by submitting the proper form to the College Motor Pool. The Motor Pool Vehicle Reservation Form must include the Travel Authorization number. The Reservation Form should be submitted as early as possible. Charges for the use of the vehicle will be made directly into the appropriate College account.

3.5.13 Use of Private Vehicle.

Under varying circumstances, it may be appropriate and desirable to use one's personal motor car. This should be requested on the Travel Authorization Form with a brief statement as to the reason for such a request.

3.5.14 Foreign Travel Approval.

Policy.

All foreign travel by State personnel must be approved by the State Budget and Control Board prior to the travel. This includes all College personnel, and is applicable regardless of the source of funds to be used for reimbursement.

Procedure.

The regular College Travel Authorization Form will be submitted for foreign travel approval. The form should be submitted through normal academic or administrative channels to the Vice President of Business and Finance's Office. It is the responsibility of that office to forward and coordinate the requests to the Budget and Control Board. However, it is the responsibility of the individual requesting travel approval to clearly justify the necessity of the travel. This justification can be written in the appropriate place on the form or on the reverse side if more space is necessary.

The State Budget and Control Board meets on the first Tuesday of each month. It is necessary, therefore, to plan well in advance for foreign travel in order to have all necessary approval.

3.6 Research.

Faculty members are encouraged to participate in research endeavors. Applications for foundation or other support for research may be made by the faculty member with support of the chairman of the department, dean of the college or school, the Vice President for Academic Affairs and Dean of the Faculty. The administration of Winthrop College wishes to foster, encourage and promote research and creative activity by members of the faculty.

3.6.1 On-Campus Support.

Research Council: The Research Council views research in a broad sense as creative work which may be undertaken by a faculty member in any school or department at Winthrop. Although the quantity of funds available is modest, the Council welcomes requests for financial support. Faculty members who wish to submit requests to the Council may obtain the necessary forms from the chairman.

Library: The Dacus Library makes available a small sum of money to be used to help faculty members defray research expenses. Individuals are eligible for amounts up to $50.00 each for a fiscal year. Only legitimate research materials may be purchased, and these materials will become the property of Dacus Library and be processed for addition to the collection. Faculty members who wish to submit requests for funds may obtain the necessary forms from the head librarian.

3.6.2 Off-Campus Support.

Grant Proposals:

When preparing research and grant applications, the following procedure will be utilized:

1. Secure the approval of the Vice President for Academic Affairs and Dean of the Faculty for all proposals generated in the academic area. This proposal may be secured by forwarding to him a draft copy of the proposal. Four (4) working days should be allowed for this review.

2. After approval by the Vice President for Academic Affairs and Dean of the Faculty, the proposal should be put into final form and sent to the Office of Planning and Development. The final draft of the proposal must be submitted at least four (4) working days prior to the date upon which it should leave the campus.

3. The Office of Planning and Development will obtain approval of the fiscal officers and also secure the signature of the President. The proposal will then be returned to the applicant or else mailed to the indicated agency. Copies will be distributed to the appropriate offices, hence three copies of the proposal are necessary.

3.6.3 Released Time from Instruction.

Faculty teaching twelve semester hours or its equivalent may request released time from teaching for research, special assignment, or other non-instructional duty. It should be noted that the College's ability to grant such a request will depend upon the validity of the request; the ability of the department or school to adjust to the loss of instruction; and the College budget.

Requests for released time should be made as early as possible in order to permit the College to make necessary adjustments in the teaching schedule. All requests must have the support of the department chairman and the academic dean.

3.6.4 Leaves of Absence.

Upon recommendation of the department chairman, dean of the appropriate school or college, the Vice President for Academic Affairs, a full-time probationary or tenured faculty member may be granted a leave of absence without pay. When a leave of absence is granted, the faculty member should immediately check with the Personnel Office with regard to continuation of faculty benefits.

3.6.5 Sabbatical Leave Program.

Definition: "Sabbatical Leave: The term 'sabbatical leave' is frequently used, but not always with the same definition. In most instances it is difficult to distinguish a sabbatical leave on one campus from a leave

with pay on another; therefore, both types of leaves shall be discussed as one. In either event, the purpose for such leave is generally recognized as that of enabling a member of the faculty to undertake such research, writing, study, advanced degree work, or other creative endeavor as he would not be able to do in the course of his full-time university responsibilities. This is, by and large, the advantage to the individual. The advantage to the institution is that of increasing the usefulness, the effectiveness, and the productivity of its faculty. In some institutions, such leaves are viewed as deferred compensation, inasmuch as some form of financial assistance is given during the individual's absence from his college or university duties." (Handbook of College and University Administration, McGraw-Hill, 1970.)

Policy: Sabbatical leave may be granted by the President of the College to a member of the faculty who holds the rank of Associate Professor or Professor as a recognition of excellent service and scholarly achievement. This leave is to be used for further professional development which may involve research, formal study, or other pertinent activity which might enhance the competence of the faculty member. The faculty member on this leave may not undertake teaching or other gainful employment.

A sabbatical leave can be granted the faculty member who has completed not less than six years of full-time service with the College and who has had at least six years of full-time service since any previous sabbatical leave. The approval of a sabbatical leave is dependent upon budgetary conditions and staffing support of the College.

The sabbatical leave is granted on the condition that the faculty member agrees to return to Winthrop College for active service when the leave is ended. At the conclusion of the leave, the faculty member is obligated to render service to the college for at least one contract year or to refund the money received in compensation from the College during the leave.

Sabbatical leaves may be granted for the full contract year at half the stated salary or for one-half the contract year at full salary. The College reserves the right to make adjustments in the compensation awarded during leave.

Procedures: The candidate for sabbatical leave will make application to the President in writing by way of the usual administrative channels. The application will be accompanied by a statement of purpose for which the leave is requested, together with any pertinent information which supports the application.

The procedures of application will assure full disclosure of the rights and prerequisites open to a faculty member entering upon a sabbatical leave.

3.7 Guest Lecturers.

Faculty members wishing to schedule off-campus speakers to appear before classes, student groups, or campus organizations must submit requests on

space forms to their department chairman or dean. The department chairman will forward the request with appropriate recommendations to the dean of the school or college. When a faculty member or department wishes to organize a meeting or meetings which may be related to classroom performance, but which is opened to the public, the Director of Public Service must be involved in the planning and scheduling of the activity.

Class sessions cannot be opened to the public since the College is required to charge all participants in college courses.

A special speaker's fund, provided by the Winthrop Alumni Association is available for the purpose of bringing to campus lecturers of special competence. This fund is intended to strengthen and stimulate the academic program of the College by providing students and faculty an opportunity for personal contact with productive and creative scholars.

4.0 PERSONNEL POLICIES.

4.1 Affirmative Action Plan.

4.2 Appointments.

4.2.1 Contracts.

4.2.2 Academic Rank.

4.2.2.1 Instructor.

4.2.2.2 Assistant Professor.

4.2.2.3 Associate Professor.

4.2.2.4 Professor.

4.2.2.5 Emeritus Status.

4.2.2.6 Adjunct Status.

4.2.3 Salaries.

4.2.3.1 Pay Periods.

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4.0 PERSONNEL POLICIES

4.1 Affirmative Action Plan.

It is the policy of Winthrop College to take affirmative action to assure total equity in all its employment practices, and to eliminate the effects of any past inequities. Implicit to this policy is the practice of the College to recruit, hire, train, and promote all personnel without discrimination as to race, color, creed, national origin, physical disability, sex, or age, except where physical ability, sex, or age are bona fide occupational qualifications. This policy applies to all employees, both classified and unclassified, and to all levels and phases of personnel administration such as recruitment or recruitment advertising, testing, hiring, training, promotions, transfers, leave practices, rates of pay, selection for supervisory positions, layoffs, and institutionally sponsored education or tuition assistance. Furthermore, all officials and employees of the College, as well as employment agencies, labor organizations, and advertising agencies with whom the College deals, are to be informed of this statement of policy as approved by the South Carolina Human Affairs Commission.

4.2 Appointments.

4.2.1 Contracts.

Employment contracts are issued by the President of the College upon recommendation of the appropriate administrative official for all salaried employees. Contracts are normally issued after the governor has signed the Appropriation Act. Nine-month contracts are for the period August 15 through May 15, and twelve-month contracts are for the fiscal year, July 1 through June 30. Contracts are sent in duplicate, the original to be signed by the employee and returned to the Personnel Department and the duplicate to be retained for the employee's record. Individuals employed for interim periods are issued appropriate contracts.

4.2.2 Academic Rank.

Academic rank is predicated on academic preparation, personal qualifications, professional services, scholarship, teaching ability and concern for advising and counseling students.

4.2.2.1 Instructor. Each nominee for appointment in the rank of instructor is expected to have earned the master's degree and to offer evidence of competence in teaching, scholarship and professional service. Instructors with only the master's degree are appointed for one year. Such appointments may be renewed for a second year, and in exceptional cases, for a third year.

4.2.2.2 Assistant Professor. Each nominee for appointment to the rank of assistant Professor is expected to have completed substantial graduate work beyond the master's degree and to offer evidence of continuing growth in teaching, scholarship and professional service.

4.2.2.3 Associate Professor. Each nominee for appointment to the rank of Associate Professor is expected to hold an earned doctorate, to offer

evidence of demonstrated ability in teaching, scholarship and professional service, to have had several years of successful experience in college teaching, and to have published original work in professional journals in his field. In those areas in which the earned doctorate and published research are unusual, comparable academic preparation and creative artistry appropriate to the field may be substituted.

4.2.2.4 Professor. Each nominee for appointment to the rank of Professor is expected to offer evidence, beyond that requisite for the other ranks, of maturity and superiority in teaching, scholarship and professional service, and to have achieved significant recognition in his field.

4.2.2.5 Emeritus Status. In recognition of faithful service, Winthrop College shall confer the title of Emeritus on those assistant professors, associate professors, and professors who at the time of their retirement from the College were serving in that capacity and who have had a minimum of ten years of service at Winthrop. The names of retired faculty members so designated shall appear in the College Bulletin under a separate heading.

This policy does not exclude administrative personnel holding academic rank. However, the policy pertains only to academic rank; administrative titles may be conferred at the pleasure of the Board. Various privileges may be extended to the Emeriti faculty upon retirement, including the use of on-campus parking space, the use of the library, the privilege of purchasing Artist Series tickets at faculty rates, attendance at the Faculty Conference as a non-voting member, and the use of College recreational facilities. To facilitate the above privileges each Emeritus faculty member shall be issued a permanent special identification card.

4.2.2.6 Adjunct Status. The position of Adjunct Assistant Professor, Associate Professor, or Professor shall be tendered to individuals who have special expertise and a willingness to serve Winthrop College in some capacity on a regular basis. The appointment shall be for a period of one year upon the recommendation of the Department Chairman and Academic Dean and the approval of the Vice President for Academic Affairs and the President of Winthrop College. Appointments may be renewed.

Adjunct professors serve without remuneration and do not accrue time towards tenure. They will be issued an identification card which will entitle them to (1) parking privileges on campus (free parking stickers); (2) use of the library; (3) access to the College's recreation facilities; (4) the right to purchase Artist Series tickets at faculty rates. Names of Adjunct Professors shall be listed in the College Bulletin.

4.2.3 Salaries.

4.2.3.1 Pay Periods. Faculty on nine-month contracts will be paid in either 20 or 26 installments as the faculty member prefers. The choice of a ten-month (20 pay periods) or twelve-month (26 pay periods) plan must be made at the time of signing the contract. Faculty on twelve-month

contracts, will be paid in 26 installments. Biweekly salary checks are available in the Payroll Office on the designated payroll dates.

4.2.3.2 Deductions. Social security, state retirement, hospitalization and income protection insurance, and tax sheltered annuities are handled on a payroll deduction basis along with state and federal withholding taxes. All new employees must report to the Personnel Department immediately after arrival so that the necessary payroll information may be obtained. Any subsequent change in payroll deductions should be reported to the Personnel Department.

4.2.3.3 Salary Increases. Salaries are reviewed annually upon the recommendation of the department head and the dean of the College or School, and the Vice President for Academic Affairs and Dean of the Faculty reviews individual cases and makes recommendations for appropriate increases to the President. It is the policy of the College to pay, within the means available, salaries which are comparable to those paid by other institutions of higher education in South Carolina.

4.2.3.4 Extra Compensation. Extra Compensation that is to be paid from a Winthrop College account, restricted or general, to Winthrop faculty for participation in special projects shall be added to the faculty member's next salary check.

Requests for such payment should be made to the Personnel Department with copies to Payroll and to the person who is to receive the extra compensation.

Under this policy, the Accounting Office may not write checks for honorarium, etc. to faculty members for such services.

4.2.4 Promotions.

Advancements and promotions at Winthrop College are made on a merit basis. The criteria used in recommending promotion are similar to the requirements for academic appointment (see paragraph 4.2.2). When promotion is being considered, the department chairman reviews the faculty member's teaching performance and skill, interest in and concern for the advising and counseling of students, professional improvement (completion of graduate work), scholarly research and writing, initiative, willingness to assume responsibility, capacity for future development, participation in professional societies and contributions to the advancement of the stature of the College.

Upon the recommendation of the Department Chairman and the Dean of the College or School, the Vice President for Academic Affairs and Dean of the Faculty reviews individual cases with a faculty advisory commitee and recommends to the President changes in the status of a faculty member. No fixed policy governs time in rank.

4.2.5 Summer Session Employment.

Winthrop College offers a two-term summer session, each term lasting approximately five and one-half weeks. Department chairmen and deans of the College or Schools, after consultation with the Director of the Summer School, usually plan tentative summer schedules and teaching assignments early in the fall semester. The salary for one summer session

(involving six semester hours of teaching or its equivalent) is 15% of the preceding academic year salary. Faculty members whose contracts are not renewed by Winthrop College, including retired faculty, are not eligible to teach during the summer session following their last academic year of employment at Winthrop, except when necessitated by extraordinary circumstances.

4.2.6 Exit Interview for Faculty Leaving Employment.

When a faculty member resigns or is terminated, the department chairman and/or academic dean will conduct an exit interview during which the faculty member returns the desk, office, and academic building keys. If equipment has been assigned to the faculty member, this will also be accounted for.

The faculty member is to vacate any assigned offices or rooms upon the conclusion of the appointment (December 30; May 15). If summer school employment is involved, the office may be retained until the end of the summer school appointment.

As a part of the exit interview program each faculty member is required to have completed a Faculty Clearance Record (PNSL-100674). The completed Faculty Clearance Record must be on file with the Personnel Department prior to the issuance of the final payroll check. The faculty member will also turn his or her identification card in to the Personnel Department.

4.2.7 Employment of Relatives.

Appointments at Winthrop College shall be made on the basis of qualifications regardless of race, creed, sex, or national origin. However, no person shall initiate or participate in institutional decisions involving a direct benefit (appointment, retention, promotion, salary, leave of absence, etc.) to another person related or connected by consanguinty or affinity within the third degree. (1st. degree: spouse, siblings, parents, children; 2nd. degree: grandparents, grandchildren; 3rd. degree: nieces, nephews, uncles, aunts).

4.3 Academic Freedom and Tenure.
(Adopted by the Winthrop Board of Trustees, May 3, 1975)

4.3.1 Basic Definitions.

4.3.1.1 Academic Tenure.

Academic tenure refers to the conditions and guarantees which apply to a faculty member's professional employment. Tenure is granted to maintain and promote academic freedom and faculty quality. As a visible manifestation of the institution's commitment to the faculty member, tenure offers assurance of career continuity which is often essential to a reciprocal faculty commitment to long-term programs of study and research by which the frontiers of knowledge are expanded.

Academic tenure exists at Winthrop College by virtue of the action of the Board of Trustees. Faculty members are granted tenure when they have met the qualifications as prescribed by the Board of Trustees.

The arrangement of tenure provides that faculty appointments are continued until retirement for age or physical disability, resignation, dismissal for adequate cause or termination on account of financial exigency or change of institutional program.

4.3.1.2 Service Status.

Appointments will be designated as regular service status or restricted service status.

4.3.1.2-1 Regular Service Status: Regular service status denotes service to the College for those individuals on a half-time or more appointment who are probationary or tenured faculty. The regular service contract will specify the extent of professional service required of each faculty member.

4.3.1.2-2 Restricted Service Status: Restricted service status denotes service to the College for limited periods of time during which the faculty member provides only those specific services defined in the contract. Individuals having appointments with restricted service are not eligible for tenure.

4.3.1.2-3 Transfers in Regular Service Status: Faculty members who achieve tenure, but who are employed on less than a full-time basis when tenure is granted, are not automatically eligible for full-time employment thereafter. Faculty members who achieve tenure, and who are employed on a full-time basis when tenure is granted, will continue on a full-time basis. Shifts of tenured persons from full-time to less than full-time employment, or vice versa, will only be made upon specific agreement between the faculty member and the administration.

4.3.1.3 Appointments.

4.3.1.3-1 Temporary Appointment: A temporary appointment is a restricted service appointment which is granted for a specifically limited

term clearly stated in the employment contract. A temporary contract does not imply any obligation for renewal. The term "temporary" denotes a limitation with regard to the employment period only and does not imply limitation with regard to faculty privileges and responsibilities unless so designated in the employment contract and/or the College By-laws. Individuals may be granted a temporary appointment at any academic rank. Time spent in temporary appointments may, at the option of the administration, be counted toward the period leading to tenure if the individual is later granted a probationary appointment.

4.3.1.3-2 Probationary Appointment: A probationary appointment is a regular service appointment and is granted for a specifically limited term, usually one academic year, subject to renewal. Credit toward tenure is given only for a full academic year of probationary service. To receive credit for a full academic year of probationary service, an appointment must begin before December 1. The term "probationary" denotes a regular faculty appointment with all the privileges and responsibilities that constitute either full-time or part-time service. Individuals may be granted probationary appointments only at ranks of Assistant Professor, Associate Professor, or Professor. The time in probationary appointments is counted toward tenure.

4.3.1.3-3 Tenured Appointment: A tenured appointment is a regular service appointment which is continuous. Service shall be terminated only by retirement for age or physical disability, resignation, dismissal for adequate cause, or termination on account of financial exigency or change of institutional program. Termination for adequate cause must be carried out in accord with the due process of Paragraph 4.3.2.3. Tenured appointments will be granted only at the ranks of Assistant Professor, Associate Professor, or Professor. (For definitions of academic rank consult the Winthrop College Manual for Faculty members.)

4.3.2 Policy Statements

4.3.2.1 Conditions and Procedures for Granting Tenure

4.3.2.1-1 The awarding of tenure to a probationary faculty member will be based primarily upon:

Teaching effectiveness at Winthrop
Scholarly attainment and professional recognition

There are several other kinds of useful activities in which a faculty member may engage, any or all of which will advance his candidacy for tenure. These are:

a. Contributions to faculty governance.
b. Participation in academic policy making.
c. Contributions to the general intellectual climate of the institution.
d. Advisement and guidance of students.
e. Participation in faculty activities other than those listed above which are related to functions of the college.

f. Participation in activities which contribute to faculty and/or student morale.
g. Stimulation and guidance of appropriate student programs and activities.
h. Public Service which utilizes the professional expertise of the faculty member.

However, teaching and scholarship are the major functions of colleges and universities; and above all, it is in these two areas that faculty members must expect to excel. Activities that fall within these eight additional categories cannot substitute for this teaching effectiveness and scholarly attainment.

Tenure is granted by the President of the College as agent of the Board of Trustees. Tenure normally will not be granted until the end of the seventh year of service at Winthrop College or its equivalent, as provided for in Paragraphs 4.3.2.1-2 and 4.3.2.1-3.

4.3.2.1-2 At the time a probationary appointment is made, the written contract shall state the number of years of prior service which will be credited toward the seven years of probationary service. Credit may be given for:

a. Prior service as a temporary faculty member at Winthrop College if the appointment is changed from restricted to regular service. Credit will be given in accordance with Paragraph 4.3.2.1-3.

b. Prior full-time academic service at another institution of higher learning with the rank of Assistant Professor or above.

c. Prior professional service, other than teaching at another institution of higher learning, when such service is related to the faculty member's appointment at Winthrop.

4.3.2.1-3 Credit for prior service shall not exceed the following limits:

a. For a probationary faculty member appointed at the rank of Assistant Professor, credit for prior service shall not exceed one year.

b. For a probationary faculty member appointed at the rank of Associate Professor, credit for prior service shall not exceed two years.

c. For a probationary faculty member appointed at the rank of Professor, credit for prior service shall not exceed three years.

4.3.2.1-4 In determining the amount of prior service which may be credited to a faculty member, no credit shall be given for summer school teaching at Winthrop or elsewhere.

4.3.2.1-5 While on probationary appointment, a faculty member may be granted leaves of absence. The time spent in such leaves of absence, however, may not be credited as years of the probationary period.

4.3.2.1-6 The designation of a faculty appointment as probationary does not imply that the appointment will automatically lead to tenure. Each year during the probationary period the faculty member's performance shall be carefully assessed and the dean or chairman shall discuss the evaluation with the individual faculty member.

4.3.2.1-7 Normally during the sixth year of probation, including credit given for prior service, a committee of no less than five, of whom a majority will be tenured within the faculty member's department or school, will be appointed and convened at the request of the department chairman or dean to determine whether to recommend the faculty member for tenure. The membership of this committee shall be announced. The committee's recommendation, either positive or negative, shall be forwarded to the department chairman, the dean, and the Vice President for Academic Affairs. Each administrator shall recommend either for or against tenure for the faculty member.

4.3.2.1-8 Upon receipt of the recommendations, the President shall, before acting on the recommendation, convene the Faculty Personnel Committee (a standing committee defined in the bylaws of the faculty conference) to advise him on the granting of tenure.

4.3.2.1-9 The President, acting as agent of the Board of Trustees, shall then determine whether to grant tenure to the faculty member in question. If tenure is to be granted, the faculty member will be notified in writing by May 15 of the faculty member's sixth probationary year. The names of those faculty members receiving notification of tenure shall be published immediately.

4.3.2.1-10 A faculty member whose appointment is not to be renewed shall be given written notice by certified mail not later than the following dates:

a. In the first academic year at Winthrop, March 1.
b. In the second academic year at Winthrop, December 15.
c. In subsequent academic years at Winthrop, at least twelve months before the expiration of the appointment.

4.3.2.1-11 A faculty member who is denied tenure shall be terminated from the College in accordance with the schedule of Paragraph 4.321-10.

4.3.2.2 Grounds for Dismissal

A faculty member who has tenure or whose appointment has not expired may be dismissed only for adequate cause and after proceedings that guarantee the faculty member's right to due process. In dismissal proceedings, and when used in this document, "adequate cause" shall be restricted to violations of the General Conduct Policy and to demonstrated incompetence or dishonesty in teaching or research, substantial and manifest neglect of duty, moral turpitude, or physical or mental incapacity, which substantially impairs the individual's fulfillment of his institutional responsibilities. The prima facie burden of proof rests upon the institution.

4.3.2.3 Policy for Termination of Contract

Termination for cause of a continuous appointment or the dismissal

for cause of a teacher previous to the expiration of a term appointment should, if possible, be considered by both a faculty committee and the governing board of the institution. In all cases where the facts are in dispute, the accused teacher should be informed before the hearing in writing of the charges against him and should have the opportunity to be heard in his own defense by all bodies that pass judgment upon his case. He should be permitted to have with him an adviser of his own choosing who may act as counsel. There should be a full stenographic record of the hearing available to the parties concerned. In the hearing of charges of incompetence the testimony should include that of teachers and other scholars, either from his own or from other institutions.

Teachers on continuous appointment who are dismissed for adequate cause shall receive no salary after notice of final decision of the President under Paragraph 4.3.2.4-4.

Termination of a continuous appointment because of financial exigency or change of institutional program shall be demonstrably bona fide.

4.3.2.4 Procedures for Termination of Contract

4.3.2.4-1 When reason arises to question the fitness of a faculty member who has tenure or whose term appointment has not expired, the appropriate administrative officer will ordinarily discuss the matter with him privately. At this point the matter may be adjusted by mutual consent. However, if agreement is not achieved, the case shall be presented by the administration to the Committee on Academic Freedom and Tenure (a standing committee defined in the bylaws of the faculty conference) for further action. (It is to be understood that the proceedings may be terminated at any subsequent stage if an agreement is reached between the faculty member and the administration. However, once the matter has been brought before the Committee on Academic Freedom and Tenure, both parties should submit written statements to the committee to the effect that a solution has been reached.)

4.3.2.4-2 The Committee on Academic Freedom and Tenure, immediately upon reviewing the case, shall request the Committee on Faculty Personnel to inquire informally into the situation and attempt to effect an adjustment. If an adjustment cannot be effected, the Committee on Faculty Personnel shall then reach a determination of agreement or disagreement with the position of the administration in the case. If the Committee on Faculty Personnel and the administration agree that the case for dismissal should proceed, they shall jointly or separately prepare a written statement to contain in reasonable particularity the grounds for which dismissal is to be recommended. If the Committee on Faculty Personnel is not in agreement with the administration that the case for dismissal shall proceed, then the President of the College shall formulate a written statement. In either event the statement shall be presented to both the Academic Freedom and Tenure

Committee and the faculty member whose dismissal is under consideration.

4.3.2.4-3 Within a period of not more than four weeks from the receipt of the written statement by the faculty member involved, formal proceedings shall be held before the Academic Freedom and Tenure Committee under the procedures described in the 1940 Statement of Principles and Interpretative Comments: Academic Freedom and Tenure.

4.3.2.4-4 Upon conclusion of the proceedings, the Academic Freedom and Tenure Committee shall submit its finding to the President and to the said faculty member. The President shall then reevaluate the case in light of the committee's finding and make his final decision. If the President decides for dismissal, the said faculty member may appeal his decision to the Board of Trustees within thirty days of the notice of the President.

4.3.2.4-5 Until the final decision upon termination of an appointment has been reached, the faculty member shall be suspended only if the welfare of the institution or the individual is threatened by his continuance. Suspension shall be with pay. If the appointment is terminated, compensation ceases as of the date of the final decision of the President under Paragraph 4.3.2.4-4.

4.3.2.4-6 A probationary faculty member who does not receive reappointment or tenure may obtain a review of his case if he believes that the decision resulted from improper procedures. The faculty member shall address an appeal, in writing, to the Academic Freedom and Tenure Committee, which shall then conduct an inquiry. Upon completion of the inquiry, the committee shall pursue a course of action as outlined in Paragraph 4.3.2.4-4. In a case of this nature, the prima facie burden of proof lies with the faculty member.

4.3.2.4-7 If an appointment with continuous tenure is terminated because of financial exigency or change of institutional program, the released faculty member's place shall not be filled by a replacement within a period of two years, unless the released faculty member has been offered reappointment and has declined.

4.3.2.5 Administrative Appointments

Administrators do not possess tenure in their administrative appointment; however, a faculty member who has been awarded tenure and accepts an administrative appointment with the College may retain tenure in his discipline.

In their capacity as faculty members, administrators who hold academic rank are subject to the academic freedom regulations defined in the 1940 Statement of Principles and Interpretative: Academic Freedom and Tenure, as quoted below in Paragraph 4.3.2.6.

4.3.2.6 Academic Freedom

All members of the faculty are entitled to academic freedom as set forth below, from the Faculty Manual and in the 1940 Statement of Principles and Interpretative Comments: Academic Freedom and Tenure:

1. The teacher is entitled to full freedom in research and in the publications of the results, subject to the adequate performance of his other academic duties; but the research for pecuniary return should be based upon an understanding with the authorities of the institution.

2. The teacher is entitled to freedom in the classroom in discussing his subject, but he should be careful not to introduce into his teaching controversial matter which has no relation to his subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.

3. The college or university teacher is a citizen, a member of a profession and an officer of an educational institution. When he speaks or writes as a citizen, he should be free from institutional censorship or discipline; but his special position in the community imposes special obligations. As a man of learning and an educational officer, he should remember that the public may judge his profession and his institution by his utterances. Hence, he should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others and should make every effort to indicate that he is not an institutional spokesman.

4.3.2.7 Applicability

Faculty members who have begun their probationary service prior to the adoption of these regulations shall be expected to serve only a maximum of six years probationary service (subject to reduction by any prior service credited at the time of the original contract) but in other ways they shall be subject to the principles contained in these regulations. For all other non-tenured faculty and for all tenured faculty, immediate application, which invokes no penalty, may be made of any new principles contained in this statement. To clarify the status of all faculty members, upon the adoption of these regulations, each faculty member shall receive notification of his or her present tenure status.

4.4 LEAVE

4.4.1 Vacation Leave.

Twelve-month employees on academic appointment, including those with unclassified appointments, are entitled to twenty (20) working days paid vacation each fiscal year. These vacation days are in addition to the official holidays during which the College is closed to all business.

Vacation may be taken at any time of the year provided the academic program of the College is unaffected and advance approval is obtained. Customarily, new employees may not use vacation days until the conclusion of the first year of service. Vacation days earned in one fiscal year must be used not later than the next following December 31, except that a maximum of ten (10) days may be carried forward (all other unused vacation days will be canceled). DF-2 (Revised 4/74) form must be used to report vacation leave.

4.4.2 Medical and Maternity Leaves.

It is the policy of Winthrop College to continue, within specified time limits, the full salary of any faculty member who is required to be absent from work because of physical incapacitation. The limit for salary continuation under medical leave shall not exceed fifteen working days in any fiscal year, except when the faculty member has accumulated unused medical leave. Such unused leave may accumulate at the rate of fifteen working days each year of service, provided that no accumulation shall be in excess of ninety days. This salary continuation plan applies only during periods of scheduled employment covered by the employee's contract. For faculty members under a nine-month's contract, medical leave payments during the summer session will be made only when such leave is necessitated after the first day of employment during the applicable summer term.

To maintain eligibility for medical leave, the faculty member must complete a leave form any time illness necessitates absence from work.

Medical leave for childbirth (as differentiated from child care) will be granted on the same basis as leave granted for any other physical incapacity; however, the faculty member seeking childbirth leave is obligated as soon as her pregnancy is confirmed, to inform her immediate superior of the expected need for leave. She is expected, furthermore, to be guided by her physician's advice in determining the time span for leave.

The College may also grant, for child care purposes, additional leave without pay to probationary or tenured faculty members, men or women, who have completed one academic year of service to the College. Child care leave ordinarly will be granted for no less than one semester and will be renewable for an additional semester. In granting such leave, the institution shall assume only the obligation to reinstate the faculty member to the same position, at the same rate of pay, and in the same status in regard to tenure as that held at the beginning of the leave period. DF-2 (Revised) 4/74 form must be used to report medical and maternity leave.

4.5 Health and Medical Service.

Crawford Health Center is a well equipped clinic for students with facilities for in-patients staffed by one full-time physician, two part-time physicians, eight registered nurses and a licensed medical technologist. The staff treats illnesses and accidents of the students, and performs physical examinations for resident students who participate in athletic activities and specific projects. The Health and Medical Service also engages in certain preventive health activities and works closely with the Counseling Center in the area of mental health.

The Health and Medical Service will provide only emergency treatment for faculty. The faculty is included in immunization measures as part of campus-wide health control when the need arises. In such cases, the faculty member pays for medication but not for its administration.

4.6 Insurance Benefits.

4.6.1 Medical and Limited Life.

The State of South Carolina has made available a complete group medical insurance plan to its eligible employees and their dependents plus limited life and long-term disability benefits for employees. These insurance plans took effect July 1, 1972. The carrier for the medical insurance is Blue Cross-Blue Shield of South Carolina, and the carrier for the life and long-term disability insurance is the Liberty Life Insurance Company.

The Medical Insurance Program for State Employees was designed to provide the fullest possible protection for staff and dependents at the lowest possible cost. The State provides the standard medical coverage, life, and long-term disability at no cost for full-time employees. Dependents coverages for medical and dependent life insurance, plus additional cost for the Expanded Medical Plan are at the option and cost of the employee. This insurance coverage is available to faculty with appointments of at least three-quarter-time and for at least five months' duration.

4.6.2 Other Insurance.

Other insurance plans are available to faculty members at reasonable cost, but the State of South Carolina does not contribute to any of them. Among them are life insurance, income protection insurance, and accident insurance.

4.6.3 Workmen's Compensation.

Workmen's Compensation benefits are provided for injuries occurring while performing official duties. Accidents should be reported promptly to the Personnel Department. An employee traveling on official College business should file a travel request, even if no travel funds are requested, in order to be covered by these benefits.

If assistance is required regarding any insurance program, please contact the Personnel Department.

4.6.4 Unemployment Compensation.

Effective January, 1972, all institutions of higher education came under the South Carolina Employment Security Law. Faculty should contact the Personnel Department for information.

4.7 Retirement and Savings Programs.

4.7.1 Credit Union.

All permanent College employees may join the Winthrop Credit Union which is owned and operated by the members. It is a convenient, safe and economical way to save and borrow money. Savings and loans are life insured. Dividends on savings accounts are based on net earnings during the previous calendar year. For further details contact the Credit Union.

4.7.2 Tax Sheltered Annuity.

Annuity contributions by certain religious, educational, charitable or other institutions described in Section 501 (c) (3) of the Internal Revenue Code are not taxable as current income to an employee owning the annuity. Winthrop College as such an institution offers an optional annuity program in which faculty members may participate. New faculty members may arrange for a transfer of their annuity policies.

As the program is constituted, the College will purchase for any faculty member an annuity to the extent permitted by the Code. The faculty member must agree to a salary reduction equal to the amount of the annuity premium. The number of companies from which the College will purchase annuities is limited. The plan offers substantial tax savings to some individuals.

More information on the tax sheltered annuity program is available in the Personnel Department.

4.7.3 Retirement Program

All regular College employees are required to participate in the State Retirement System except those who begin employment after age 60. The current rate of contributions by the employee is 4% on the first $4,800 of gross salary and 6% on all salary over $4,800 each calendar year. The State of South Carolina matches the employee's contribution plus accrued interest at retirement to provide the base for retirement benefits.

Some features of the system are:

If the employee leaves state employment and does not expect to return, the employee contribution and interest may be withdrawn.

After five years of covered employment the employee becomes eligible for regular monthly disability benefits.

After fifteen years of covered employment the employee may leave state employment and leave the contributions as a paid-up annuity and

begin receiving monthly benefits at any time after 60. Faculty members are required to retire at age 65. Those faculty members who attain the age of 65 after the beginning of the academic year (normally August 15) may complete that academic year. Summer sessions are special sessions and are not part of the academic year. Retired faculty may not be hired to teach during summer sessions except when necessitated by extraordinary circumstances.

With the approval of the Board of Trustees, a faculty member attaining the age of 65 may be invited by the College to accept an annual appointment which is subject to renewal until the faculty member reaches age 72. Effective July 1, 1975, there is no penalty for early retirement for any employee who has completed a total of 30 years of service.

Retirement benefits will be based on the average annual salary on the three highest consecutive salaried fiscal years, age at retirement and number of years of service.

The new employee may establish in the South Carolina Retirement System service performed in other states.

Pre-Retirement Death Benefits: The State of South Carolina through its retirement system provides pre-retirement death benefits equal to the amount of year's salary payable to the named beneficiary of each full-time employee. This benefit is provided at no cost to employee.

Relationship of State Retirement Contributions to F.I.C.A. Taxes.

In past years, these two programs have been closely related, but effective January 1, 1966, the Social Security "breakpoint" changed. To the South Carolina Retirement System, each member continues to contribute 4% of the first $4,800 earned in each calendar year, and 6% of any earnings in excess of $4,800. To Social Security (under the current Federal Insurance Contributions Act) each covered employee pays 5.85% (through 1975) of the first $14,100.00 earned in each calendar year to support Medi-Care and Old Age and Disability Programs.

Minimum Retirement Allowance.

There is no "minimum" allowance under State Retirement as there is no minimum period of service required to qualify for an allowance upon retirement.

Any active member who applies for retirement after age 60 will be paid an annual allowance for each year of creditable service, as follows: 1.25% of his final average salary up to $4,800 plus 1.65% of any amount in his final average salary which exceeds $4,800. Example: An employee with 30 years average salary of $6,000, would qualify for $199.50 per month for life (plus Social Security, or Federal Retirement).

Method of Computation.

		Retirement Base
Average salary for best three years	$6,000	
Less amount computed at 1.25%	4,800	$ 60.00
Remainder computed at 1.65%	1,200	19.80
Computed retirement base		79.80
Multiply by years of service		30
Annual retirement allowance		$2,394.00
Monthly stipend (1/12 x annual amount)		$ 199.50

4.7.4 Social Security.

All College employees are covered under the Federal Social Security Law. The contribution by the employee is in accordance with the rates established by Federal Law.

4.8 South Carolina State Employees' Association.

The South Carolina State Employees' Association is a corporation organized and sponsored by State employees to promote their welfare. Any employee may join by paying dues based on annual salary. Applications may be obtained in the Personnel Department.

4.9 Courses.

A full-time member of the faculty or staff meeting the College admissions standards may take up to three semester hours of course work each semester, including summer sessions, at no cost (private music lessons, individually directed courses, and certain specialized courses are excluded).

The employee must arrange to take the courses at times that do not disrupt the normal service to the College, therefore, courses should be taken that are scheduled during the employee's off-duty hours.

An official request form may be secured from the Registrar's Office. After securing the necessary approval it is to be presented to the cashier on or before time of registration.

4.10 Outside and Dual Employment.

Persons employed full-time by Winthrop College must not engage in outside remunerative employment without the specific authority of the Vice-President for Academic Affairs. This is not to be construed as preventing one from offering some limited consulting or involving himself in some other temporary undertaking which will not interfere with his College responsibilities. College equipment and facilities are not to be used in furthering of outside work for pay. Compensation for performance of extra duties may not exceed 15% of the employee's base pay for the period during which the extra duties are performed. A faculty member will not receive additional compensation when sponsored research is part of his full-time work.

Dual employment is any employment and compensation in addition to a faculty member's salary for part-time, temporary, honorarial or consulting services made by either Winthrop College or another state agency. Dual employment for a full-time Winthrop College faculty member is administered and controlled by the State Budget and Control Board through the State Personnel Division.

Any proposed agreements for dual employment or modifications in existing agreements for dual employment should be formulated on a conditional basis, subject to approval by the academic dean, by the Vice President for Academic Affairs, and by the State Personnel Division at least ten (10) working days before the effective date.

The State Personnel Division will attempt to notify the requestor of approval or disapproval within ten (10) working days of the receipt of the agreement.

Additional information and request forms for approval of dual employment may be obtained from the Personnel Department.

5. INSTITUTIONAL SERVICES FOR FACULTY, STAFF, AND STUDENTS

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5. INSTITUTIONAL SERVICES FOR FACULTY, STAFF, AND STUDENTS

5.1. Buildings and Grounds.

5.1.1 Space Reservation.

Requests for the use of any buildings should be made to the office which is responsible for that space. For the purpose of space assignments, the following areas of responsibility are maintained:

Residence Halls	Dean of Students
Dinkins Student Center The Shack	Assistant Dean of Students/Director of Dinkins Student Center
All classroom during the academic terms.*	Registration Office
Special use space--laboratories, playing fields, etc.	Academic Schools/Departments
All facilities currently utilized soley by the Physical Plant Department.	Physical Plant

To reserve all other campus space, a Space Request Form signed by an appropriate dean or supervisor must be filed with the Director of Public Service who allocates space on a first-come, first-served basis.

Such space includes:

Byrnes Auditorium
Johnson Building (in conjunction with Registration Office)
Joynes Center
Recital Hall (in conjunction with the Dean of the School of Music, who retains priority)
Dining Rooms for hours when these facilities are not in use by students.

The official calendar is maintained by the Office of Public Service. Joynes Center, and activities schedules listed on the Green Sheet are compiled from this calendar.

(Note: The organization that uses space is required to pay for special services rendered by the Physical Plant, Security, etc.)

*At times when a specific classroom is not in use by students or faculty, it may be assigned by the Director of Public Service.

5.1.2 Maintenance Services.

Normal maintenance services are requested by using the form designated A-1. Individuals requesting normal maintenance services fill out the A-1 form indicating the service required and where. If time of performance is important, it should be stated. The A-1 should be sent through campus mail to the Office of the Director of the Physical Plant.

Unusual projects should be described on the A-1 form and sent to the Assistant to the President.

Emergency maintenance services may be obtained by dialing Extension 2261 during the day or 0 (for operator) after 5:00 p.m. and before 8:30 a.m.

The cost of repairs and renewals of departmental equipment is charged to departmental budgets; requests for this type of service must therefore be approved by the department chairman. Very little equipment of any kind will be constructed by the maintenance department. Requests for equipment should be directed through proper channels to the Purchasing Department even though the equipment is special and must be fabricated.

5.1.3 Security and Safety.

5.1.3.1 Building Security Measures. Faculty and students are advised that all faculty offices, laboratories, and other rooms housing valuable equipment are to be locked at the end of each day and when the occupant is to be out for any appreciable period of time.

The Campus Security Force will lock all classroom buildings each night between 11:30 and 12:00 p.m.

Students using classroom and laboratory facilities after normal class hours must leave the building by 11:30 p.m. The lack of adequate supervision and concern for the safety of the student necessitates this policy. However, in cases where students are involved in legitimate research, they may remain in or gain entry to classroom buildings after closing time providing their names appear on a roster supplied to the Campus Security Office by their department chairman or dean and have in their possession a permit issued by Campus Security from the roster. In every case, the building must be unlocked and locked by a security officer.

Faculty and staff remaining or returning to their offices, laboratories or studios after 11:30 p.m. on weekends and holidays and before 6:00 a.m. weekdays must first report either in person or by telephone to the Switchboard Operator in Tillman Administration Building. The operator will inform Campus Security of the faculty or staff member's whereabouts so that the faculty or staff member will not be considered an intruder. Faculty and staff must also report when leaving. Faculty and staff members must see that the doors of the building being used are locked after entry and upon leaving.

5.1.3.2 Keys. Keys to buildings, classrooms, offices, etc., are issued to faculty members by their department chairmen or deans.

5.1.3.3 Traffic, Parking, and the Registration of Motor Vehicles. The operation of motor vehicles on Winthrop College property is a privilege granted by the Winthrop College Administration. This privilege is extended to all faculty, staff, and students, and those visitors having business at the college. Those individuals who qualify for and who desire to exercise this privilege are expected to adhere to the laws of South Carolina governing the operation of motor vehicles and the regulations for motor vehicles for Winthrop College. Failure to comply with either the Laws of the State or the Regulations of the

College will result in a warning, or a penalty that may include the loss of motor vehicle privileges.

These regulations apply to the drivers of all vehicles, whether public or private, and are in force twenty-four (24) hours a day unless otherwise provided in these regulations.

The driver of any vehicle shall obey the lawful instruction of any College Security (Police) Officer, and of any official traffic sign properly placed in accordance with the provisions of these regulations except when otherwise directed by a Security Officer.

The College shall assume no responsibility for the care and/or protection of any vehicle or its contents at any time while it is operated or parked on the College property.

Motor vehicles operated and parked on Winthrop College property by faculty, staff, and students must be registered with the Winthrop College Security Office.

See "Regulations governing traffic, parking and the registration of motor vehicles for Winthrop College," available in the offices of chairmen and deans, for additional information on fees, stickers, parking areas, towing, bicycles, penalties and appeals.

5.1.3.4 Identification Cards. All new faculty members should report to the Personnel Office for assistance in obtaining an identification card from Office Services, located in Room 1, Tillman Building.

5.1.3.5 Police Assistance. Emergency Services can be obtained by calling the Security Office, Extension 2201.

5.2 Purchasing.

5.2.1 Policy and General Information.

All materials acquisitions including rentals must be arranged through the Purchasing Department so that evidence of institutional liability will exist. The College cannot accept responsibility for handling, delivery, and payment for items obtained through personal contacts with vendors. For comprehensive coverage of Purchasing Department Policies and Procedures, see Section 6 of the Financial Procedure Manual, available in College, School and Department Offices.

The basic objective of the Purchasing Department is to identify, select, and acquire needed materials and services as economically as possible within accepted standards of quality and service. This will be done in a timely and organized manner that provides for essential accountability of college expenditures. Although the purchasing process is a joint effort among the using department, Purchasing Department, and vendor, the Purchasing Department has the final authority to conduct and conclude negotiations concerning prices and conditions of sale. Institutional commitments must be made by the Purchasing Department in accordance with requisition and ordering procedures.

All quotations, purchase order copies, and related correspondence, which quote prices, are considered confidential and should not be revealed to outside parties.

5.2.2 Requistioning Procedure.

When a need exists for supplies, equipment, or contractual services, the Purchase Requisition Form must be typed, giving a complete description of each item and the date on which the materials or services are required. Any item to be ordered on approval should be so marked in the body of the Requisition. Separate Requisitions are required for each major expenditure category, i.e., supplies, equipment, or contractual services.

For local purchases, departments should place Requisitions at least fifteen days in advance of the date on which items are required. On out-of-town purchases, at least thirty days advance notice is advisable to assure delivery on time. In requisitioning equipment and furniture, at least three months delivery time should be anticipated. Catalogues, material handbooks, and commodities files are available to staff members for reference at the Purchasing Department.

5.2.3 Direct Expenditure Voucher.

The Direct Expenditure Voucher (DEV) is designed for handling and authorizing nominal payments for dues, subscriptions, membership fees, and miscellaneous contractual services that would be impractical on a Purchase Requisition. The DEV cannot be used for payment of invoices for equipment or supply purchases, or for payment of personal services or repairs. The form must be submitted to Purchasing and must include a description of the charge, appropriate invoices, and approval of the Department Head.

5.2.4 Sales and Solicitations.

Without special permission of the Assistant to the President, peddling, selling and offering for sale is strictly prohibited on campus and in College Buildings. Faculty members who are approached by vendors should notify the Assistant to the President.

All members of the faculty are urged to take part in the community fund drive known as the United Fund. A Faculty Committee, appointed by the President, will coordinate the United Fund campaign each year.

5.2.5 Winthrop College Store.

The College Store, located in Dinkins Student Center, carries a selection of supplies, stationery, art reproductions, books and gifts.

5.3 Recreational, Cultural, Athletic, and Social Activities, and Facilities.

5.3.1 College Golf Course.

Faculty and staff, their spouses and children may use the Winthrop College golf course on presentation of current Identification Card or Pass. The faculty-staff child must live at the home of his parents in order to receive a Pass.

Faculty and staff members and spouses may bring an out-of-town guest.

Children under 15 years of age are eligible only if accompanied by parents. Groups which play slowly are expected to yield to other groups as a matter of courtesy. A sheet of detailed rules and regulations governing the use of the golf course is available in the office to the Assistant to the President.

5.3.2 Swimming Pool.

The swimming pool, located in Peabody Gymnasium, is available for faculty members and their families at scheduled times which are published in the Green Sheet.

Use for special swimming parties by faculty children may be obtained by using the regular Space Request Form. Permission is cleared through the Physical Education Department chairman who will coordinate the date, time, and employment of approved lifeguards.

5.3.3 Fishing.

The College Lake may be used for fishing by faculty and staff and members of their families with a current Identification Card.

5.3.4 Tennis Courts and Basketball Courts.

Faculty and staff and members of their families with a current Identification Card may use these facilities when not in use by students. Rules for dress and play will be in effect for all persons using facilities. Children of faculty under 15 years of age are eligible to play only when accompanied by faculty parent. Priority for the use of these facilities is students, faculty and staff, children of faculty and staff. Groups with low priority are expected to yield to other groups if conditions warrant. Children of faculty may bring a friend as a guest on a one-for-one basis. Gym shoes with suction devices on the soles and street shoes are prohibited on the tennis courts.

5.3.5 Artist Series and Cultural Events.

The Winthrop College Artist Series Committee, composed of faculty and students appointed by the President, brings to the campus outstanding presentations in the field of music, dance and theater. Season tickets or individual reserved seats are available to faculty and staff at half-price. Tickets may be purchased at locations to be announced prior to the performance and at Byrnes Box Office on the day of the performance, after 2:00 p.m. Unless otherwise announced, all Artist Series programs are held in Byrnes Auditorium.

The Dinkins Student Center Program Board presents each year a number of popular concerts and a varied film series to which faculty are cordially invited.

Many opportunities are provided by the School of Music, the Department of Art and the Winthrop Theater for the campus community to maintain an interest in cultural affairs. Announcements of these presentations are made by the sponsoring group.

5.3.6 Faculty/Staff Lounge.

Located in McBryde Cafeteria, the Faculty/Staff Lounge is provided for the convenience of Winthrop Faculty and staff. Faculty may also use the lounge for large groups and for service outside regular serving hours. A regular Space Request Form, available in all departmental offices and in the office of Public Service, must be used. Arrangements for food service should be made with the Director of SAGA Food Service. Although professional groups may use this facility, it is not normally used for personal entertaining.

5.3.7 Winthrop Club.

This organization of women faculty and staff and wives of faculty and staff of the College holds monthly activities that provide fun and fellowship for the group.

5.4 Services for Students.

5.4.1 Counseling Center.

The Winthrop Counseling Center is a source of help for the student experiencing stress. College life is subject to many new types of pressures that sometimes bring about situations an individual cannot handle alone.

The goal of counseling is to help an individual grow in self-understanding so that he may not only solve the immediate situation, but also be better prepared to cope with future life experiences.

Staff members of the Counseling Center are available for individual conferences, group discussions, and consultations. They work with various student leadership groups and administrative personnel on methods of dealing with temporary crises in people who are essentially well adjusted. Assistance in referral to other sources is also provided at the student's request.

All information discussed in the Counseling Center, either with staff members or in a group, is strictly confidential and will not be available to any person or agency outside the Counseling Center.

Appointments may be made in person (214 Bancroft Building) or by telephone (Extension 2233). Hours are 9:00 - 12:00, and 1:00 - 5:00, Monday through Friday.

5.4.2 Scholarship and Financial Aid for Students.

Policies on scholarships, awards and financial aid are set by the Committee on Scholarships, Student Employment and Loans. The details are handled by the Financial Aid Office.

5.4.3 Guidance, Testing and Placement.

The Office of Guidance, Testing and Placement provides educational and vocational counseling and testing and maintains a vocational information center. This office also administers the Freshman Orientation Program,

Foreign Student Affairs and the Program of Credit by Examination which utilizes areas from College Entrance Examination Board Achievement Tests and the College Level Examination Program. Placement files for graduates are maintained and interviews are arranged with representatives from business, education, industry and government. The CEEB Admissions Testing Program, The Graduate Record Examinations, The National Teacher Examinations and the College Level Examination Program are administered by this office.

5.4.4 Student Assistants.

All student assistants are appointed by the Office of Financial Aid. The number of student assistants available to each department will depend upon the needs of the Department and the funds allocated for this purpose. By February 1 of each year students may make application to the Financial Aid Office for student employment for the coming session. Before the close of school, the department chairman should submit to the Financial Aid Office for student employment for the coming session. Before the for their particular needs. At the beginning of the fall session department chairman will be notified of work-scholarship appointments to their departments.

5.5 Communications Services.

5.5.1 Publicity Procedures.

Faculty members have the opportunity and the responsibility to participate in the public information program of the College. It is necessary for the Office of Information Service to have the interest and cooperation of the Office of the entire campus community in informing the public of the objectives, programs and achievements of Winthrop College.

Contacts with media are arranged through the Office of Information Service. This is not only a convenience for faculty and students, it simplifies procedures for newspaper, radio and television reporters whose goodwill can be beneficial to the college.

Every faculty member is asked to inform the Office of Information Service of situations which may result in stories or features for newspapers, television or radio. Of particular interest are research projects, honors, publications, unusual class projects and the activities of student and faculty groups. If approached by the press for stories involving the college, faculty members are requested to ask the reporter if he has checked with the Office of Information Service so that duplication may be avoided.

Official College announcements should be channeled through the Office of Information Service.

Faculty members wishing to contact the press on college-related matters are urged to do so through the Office of Information Service.

5.5.2 Mail.

Postage for all official college business is charged to the departments.

The Post Office is equipped to meter such mailings. Deadline each day is 4:30 p.m.

A campus mail service is maintained. Twice daily pick-up and delivery service is scheduled. Inter-campus mail, official U.S. mail and personal mail may be sent and received through the campus mail service. All personal U.S. Mail must be properly stamped whether sent through campus mail or deposited at the Post Office. All official mail must bear departmental return address in the upper left corner of the envelope.

5.5.3 Telephone and Telegraph.

Long distance telephone calls and telegrams must be held to a minimum. Since the cost is charged to the departmental budget, all long distance calls and telegrams must be approved by the department chairman and/or dean.

5.5.4 Communications Media.

5.5.4.1 The Green Sheet. The Green Sheet is a weekly calendar of events distributed by the Information Service Office each Friday afternoon. Information of campus-wide interest to be included in the calendar should be turned into the Information Service Office by 5:00 p.m. Wednesday.

5.5.4.2 The Johnsonian. The Johnsonian is the student newspaper. News items for The Johnsonian should be sent to the editor or brought to The Johnsonian office. The deadline is Tuesday noon.

5.5.4.3 FYI (For Your Information). For Your Information is the news bulletin for all employees of Winthrop College. The bulletin, published every two weeks, provides the staff with information about current operations of the College, including personnel and policy changes, committee and council activities (minutes), administrative and plant developments, and other timely considerations.

Information proposed for publication and questions about FYI may be directed to the Director of Information Service.

Distribution is managed through the offices of supervisors, department heads, and other offices. All divisions, departments, schools, and other units of the College should use FYI instead of individual memoranda.

5.5.4.4 Radio Station WCRO. The Winthrop College Radio Station has a limited schedule of news broadcasts to the campus. News items or announcements to be broadcast should be typewritten and taken to the WCRO studio in the basement of Tillman Administration Building.

5.5.5 Publications Policy.

All printing, whether done on campus or by a commercial printer shall be charged to the general printing budget of the college. All materials must be reviewed by the Director of Information Service prior to publication. Publications which relate to academic promotion must be approved by the Vice President for Academic Affairs and Dean of the Faculty.

5.5.6 Office Services.

A variety of copying, duplicating and stenographic services are performed by Office Services located in Room 1, Tillman Administration Building. Among those services offered are dry process copying and offset printing. Other services offered are sign making, preparation of small booklets, and addressing of folders and envelopes from established files. This office also prepares employee and student identification cards.

Since there is a charge for all services performed by this department, request for services must be made on properly approved requisition forms. The forms are available at Office Services. These services are for institutional use only. For a comprehensive description of Policies and Procedures see Sec. 12 of the Financial Procedure Manual available in College, School and Development Offices.

5.6 Prizes and Awards.

Distinguished Proffessor Award.

The award is made each year to a faculty member who has shown a high level of attainment in teaching, creative effort, and service to both the college and the community. As an expression of the appreciation of the college community for superior academic service, the honor carries with it a cash award provided by the Winthrop Alumni Association and a year-long reduction in teaching load sponsored by the college.

The Distinguished Professor Award is made in accordance with the following procedure:

1. A special committee, appointed by the Dean of the Faculty, invites nominations from the various schools and colleges during the fall semester. The committee consists of five faculty, one from each academic division, and five students, and includes an appointed chairman.

2. On the basis of supporting evidence supplied by the academic deans, the committee selects three candidates and invites each to submit a prospectus which describes the productive use to which the released time will be applied and the kind of scholarly lecture or presentation which can be expected at the end of the academic year.

3. There is no public announcement of the three candidates.

4. The committee considers each prospectus and names one of the three candidates the Distinguished Professor of the year.

5. All faculty on regular service appointments, including chairmen, and former Distinguished Professors are eligible for nomination each year.

6. The nominees are informed no later than March 1, and the award is announced on Honors Day. At this time the accompanying cash award is made and released time granted for the following academic year.

Although the award is granted for a specific year, it is an honor that will be recognized by the college community for all time.

Past Recipients have been:

1961	Harold B. Gilbreth	1969	Robert P. Lane
1962	Hampton M. Jarrell	1970	William G. Murdy
1963	Nolan P. Jacobson	1971	Helen A. Loftis
1964	Alice Louisa Love	1972	Mary T. Littlejohn
1965	Mary Elizabeth Massey	1973	John A. Freeman
1966	Dorothy Gardner Jones	1974	Lawrence D. Joiner
1967	John Shepard Eells, Jr.	1975	Roy T. Will
1968	Rondeau G. Laffitte, Jr.		

5.7 Miscellaneous Services.

5.7.1 MacFeat Nursery School.

MacFeat Nursery School is operated by the School of Home Economics as a laboratory in the study of human development.

Applications are accepted after a child reaches the age of two years. Information on criteria for admission and fees may be obtained from the Coordinator, Nursery School Program, School of Home Economics.

5.7.2 Banking Facilities.

The Citizens and Southern Bank maintains a branch office in Dinkins Student Center. The hours are 9:00 a.m. - 1:00 p.m., 2:30 p.m.-4:30 p.m., Monday through Friday.

5.7.3 Memorial Fund.

A committee, appointed by the President, administers the Memorial fund. This fund is used to send, in the names of the faculty and staff, floral tributes in cases of death among faculty and staff or among their immediate families.

5.7.4 Notary Service.

The services of a Notary Public are available at no charge in the following offices: Payroll, Personnel, Registration, and Vice-President for Business and Finance. These offices are located in Tillman Building.

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